



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: July 21, 2015

Subject: Extend Temporary Hire of County Retiree Wanda Quever

RECOMMENDATION(S):

1. FIND that the extension of Ms. Quever's temporary appointment is necessary to fill a critically needed position.
2. EXTEND the appointment of Wanda Quever, retired Public Works Chief of Administrative Services, for the period of August 1, 2015 through June 30, 2016.

FISCAL IMPACT:

Salary costs are included in the Department's operating budget. There will be salary and employment tax payments for the hours provided of approximately \$50,000.00 for up to 900 hours, not to exceed a twelve (12) month period. These costs will be offset by savings due to the vacancy of the permanent position.

BACKGROUND:

Wanda Quever retired from the Public Works Department as the Chief of Administrative Services on May 31, 2014. On August 12, 2014, the Board of Supervisors approved and authorized the Public Works Director to hire Ms. Quever as a temporary County employee through July 31, 2015.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/21/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor

NO: Karen Mitchoff, District IV
Supervisor

ABSENT: Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 21, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kelli Zenn, 925-313-2108

cc: Human Resources

As the Public Works Chief of Administrative Services, Ms. Quever is responsible for managing the Department's finances and for overseeing the Department's \$270 million budget. Ms. Quever is also responsible

BACKGROUND: (CONT'D)

for directing and administering a complex claiming system and the preparation of complex and detailed reports to maximize and accurately claim state, federal, and grant program funding and ensure compliance with various mandates. Additionally, this position is responsible for interdepartmental billings, the overall County purchasing function, as well as County debt service, facilities costs, special districts, flood control, transportation, fleet and internal service funds costs, and the Airport Enterprise fund.

The Department is currently working with County Human Resources to conduct the recruitment for this position. It is anticipated that the position will be announced by October 1, 2015. In the interim, the Department finds that Ms. Quever's expertise and institutional knowledge will be critical until the position is filled and then to ensure a smooth transition with a new hire as well as to provide support on a part-time basis through the Fiscal Year 2016-2017 budget process. As needed, the Public Works Department may also use Ms. Quever's services on a part-time basis for special projects such as financial integration of the asset management program.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board approval will result in a significant negative impact in the Public Works Finance Division's ability to provide financial management and other services for the Department.

CLERK'S ADDENDUM

Supervisor Mitchoff said she would support a 6 month extension but not a full year. She noted concerns expressed by County employees to her that usage of retired staff limits promotional opportunities. She further noted that the Board requested to be informed if there were difficulties in meeting recruitment deadline, and the need to rewrite the job description was not included in the March report. Staff noted that there have been suggested changes and additional duties for the position requiring additional effort for the Human Resources recruitment staff, who have already filled 26 full-time positions for the department in the last six months. The position is also part-time, limited to 900 hours and it would be prudent to use some of that time training the new employee in the budget process. EXTENDED the appointment of Wanda Quever, retired Public Works Chief of Administrative Services, for the period of August 1, 2015 through June 30, 2016.