



**Contra
Costa
County**

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: January 16, 2018

Subject: Extend Temporary Employment Period for County Retiree Liliana Rotzscher

RECOMMENDATION(S):

1. FIND that the extended appointment of Liliana Rotzscher is necessary to fill a critically needed position and;
2. APPROVE and AUTHORIZE the temporary employment of Ms. Rotzscher, retired Civil Litigation Secretary, for the period February 8, 2018, to December 31, 2018.

FISCAL IMPACT:

If the request is granted, salary and related payroll costs will be no more than \$17,500 based on no more than 650 hours. Salary costs will be absorbed in the department's operating budget.

BACKGROUND:

This office received authorization in February 2017, to employ Ms. Rotzscher to backfill for members of our clerical staff on FMLA, vacation and similar extended leaves, which the department is unable to fill with existing staff. In 2017, we experienced additional, unexpected impacts to our clerical staff when the Superior Court's Juvenile Dependency court moved to Walnut Creek. Most recently, another full-time clerk has announced her separation from this department in January. Liliana's familiarity with

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/16/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Karen Mitchoff, District IV
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: January 16, 2018

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

By: June McHuen, Deputy

Contact: Wanda McAdoo 925
335-1811

BACKGROUND: (CONT'D)

the County Counsel's complex legal, time keeping and other day to day practices make her temporary employment the most efficient and cost effective way of meeting the department's immediate needs.

In November 2017, the Board approved adding one (1) full-time Clerk Experienced level position from the next recruitment to take over Ms. Rotzscher's responsibilities. The clerical recruitment opened in December 2017, and the promulgation of a list is expected in mid-February. This office requests Ms. Rotzscher remain on staff with this office, working no more than 650 hours which is a reduction from 960 hours, until a replacement is trained. Finally, in addition to Ms. Rotzscher's support of the day-to-day functions of this office, we anticipate needing additional support with the review and destruction of decades of legal records stored offsite to accommodate our move to the new administration building. This project is anticipated to significantly impact the regular staffing available to support the time sensitive attorney assignments.

CONSEQUENCE OF NEGATIVE ACTION:

Denial of this request will result in an interruption and delay of time sensitive legal services.