



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: May 8, 2018

Subject: Extend the Temporary Employment Period for County Retiree in the Health Services Department

RECOMMENDATION(S):

1. FIND that the extension of temporary employment for retiree Olga Adams is necessary to fill a critically needed position in the Health Services Department;
2. APPROVE and AUTHORIZE the extension of temporary employment of retiree Olga Adams for the period continuing through June 30, 2019.

FISCAL IMPACT:

Upon approval, this request has an annual cost of approximately \$24,210, which is 100% funded by Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting the extension for the temporary employment of Olga Adams, Account Clerk-Advanced Level in the Payroll Unit. Ms. Adams has worked since her initially approved 180-day waiver exemption on May 23, 2017, and the Department is requesting this extension in order to ensure the timely and accurate pay warrant for Health Services employees.

Ms. Adams retired from County service on March 30, 2017. She has over 20 years

<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/08/2018** ☒ 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
Karen Mitchoff, District IV Supervisor
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: May 8, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
957-5240

cc:

experience in Contra Costa County and spent the last ten years with Contra Costa Health Services Payroll Unit, and is uniquely

BACKGROUND: (CONT'D)

qualified to perform the necessary tasks to meet payroll demands. In the absence of a countywide automated payroll timekeeping system, the Department's payroll clerks manually process bi-monthly timesheets and pay warrants for over 4,500 employees. It takes up to one year for a new employee to gain a full understanding of the many and complex payroll coding rules including negotiated benefits and differentials from varied union contracts.

Contra Costa Health Services Payroll continues to experience retention issues over the years. Currently, there are two payroll clerk vacancies and one on a limited duty assignment. The Payroll Manager continues to work through the Account Clerk eligible list and interview candidates. In order to meet County payroll deadlines, staff works overtime including nights and weekends.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the Health Services Department will not have adequate payroll staff to ensure pay warrants are issued accurately and timely to more than 4,500 employees.