



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: September 25, 2018

Subject: Temporary Employment for County Retiree Liliana Rotzscher

RECOMMENDATION(S):

1. FIND that the 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 October 1, 2018 through September 30, 2019.

FISCAL IMPACT:

If the request is granted, salary and related payroll costs will be no more than \$25,000 based on no more than 960 hours. Salary costs will be absorbed in the department's operating budget.

BACKGROUND:

This department has recently experienced several clerical departures and intradepartmental promotions, which have left us with a series of clerical vacancies. We are also initiating a project to reduce the number of paper documents we store to facilitate our move to the new County administration building. The work of the County Counsel's Office is confidential and highly specialized. Much of the work we do is deadline-driven, either by the needs of our client departments or the courts. We require temporary

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/25/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Diane Burgis, District III
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: September 25, 2018

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

By: June McHuen, Deputy

Contact: Wanda McAdoo (925)
335-1811

cc:

BACKGROUND: (CONT'D)

clerical services from someone who is familiar with our operation to help new staff members transition into their positions and backfill for members of our permanent clerical staff who will become increasingly involved in the review, retention and/or destruction of decades of legal records. Because our clerical staff is small, we have an ongoing need for someone to cover for clerical staff members who are on vacation, out sick and on extended leaves of absence. Ms. Rotzscher retired from the Office of the County Counsel in July 2012. During the tenure with the County Ms. Rotzscher has supported both the General Law and the Tort and Civil Rights Litigation Divisions. Her familiarity with state and federal courts, the County Counsel's legal practice, and our TABS timekeeping process makes this temporary employment the most efficient and cost effective way of meeting the department's immediate, short term needs. It is requested that Ms. Rotzscher be permitted to work up to 960 hours between October 1, 2018 through September 30, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

Disapproval of this request will deprive the Department of needed expertise in the critical and time sensitive duties this office is called upon to perform.