



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Todd Billeci, County Probation Officer  
Date: May 7, 2019

Subject: Temporary Hire of County Retiree-Waiver of 180-day "sit out" period

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**RECOMMENDATION(S):**

1. WAIVE the 180-day "sit out period" for Cindy Nieman, Probation Department;
2. FIND that the appointment of Cindy Nieman is necessary to fill a critically needed position; and
3. APPROVE and AUTHORIZE the hiring of County retiree Cindy Nieman as a temporary County employee effective May 8, 2019 and serving through December 31, 2019.

**FISCAL IMPACT:**

If the request is granted, there will continue to be salary and employment tax payment for the hours provided of approximately \$58,768. These costs will be offset by position vacancies in the Probation Department.

**BACKGROUND:**

Payroll for Field Operations in the Probation Department is handled by a Payroll Clerk and the Executive Secretary. The Payroll Clerk retired on February 28, 2019 and the Executive Secretary retired on March 31, 2019. Two new employees are now handling the payroll functions for Field Operations. Allowing Ms. Nieman to return as a retiree temp is critical to ensure proper

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **05/07/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes: Thru July 31, 2019

**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 7, 2019

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

Contact: Danielle Fokkema,  
925-313-4195

By: Jami Napier, Deputy

cc:



BACKGROUND: (CONT'D)

training and that the payroll function for Field Operations is completed correctly. Additionally, the Probation Department has a Clerical Supervisor vacancy, which we are having difficulty filling. Ms. Nieman will also assist the department with supporting our clerical staff.

CONSEQUENCE OF NEGATIVE ACTION:

Payroll functions will be jeopardized and employees may not be properly paid. Payroll mistakes cause issues and delays in efficiency for other county Departments. Ms. Nieman's return would help alleviate that possibility.

CLERK'S ADDENDUM

**Effective end date of July 31, 2019.**