



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: May 7, 2019

Subject: Temporary Hire of County Retiree- Waiver of 180-day Sit-Out Period

RECOMMENDATION(S):

1. CONSIDER waiving the 180-day sit-out period for Leodegario (Leo) Olazo, Accounting Technician, in the Treasurer-Tax Collector's Office;
2. FIND that the appointment of Mr. Olazo is necessary to fill a critically needed position; and
3. APPROVE and AUTHORIZE the hiring of County retiree Mr. Olazo as a temporary County employee effective April 16, 2019 and serving through June 30, 2019, as recommended by the Treasurer-Tax Collector.

FISCAL IMPACT:

Upon approval, this action will have a cost savings of approximately \$3,800, which will help to offset salary and employment tax payments for the time employed. (100% General Fund)

BACKGROUND:

The Business License Division consists of two full-time employees. As

☒ APPROVE ☐ OTHER
☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

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

Clerks Notes: effective May 8, 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

By: Jami Napier, Deputy

Contact: Brice Bins, (925)
957-2848

cc:

BACKGROUND: (CONT'D)

one of these employees was Mr. Olazo and holds a lead role. Mr. Olazo has served the County for more than 20 years and is a subject-matter expert of the County's business license program and a related tax system. Mr. Olazo recently retired March 30, 2019. The other employee recently informed management March 11, 2019 that she will be taking a leave of absence immediately and for up to nine months. The absence of both employees will place a significant strain on the business license operations, especially as the Division gears up for its annual renewal application process occurring between April and June. As a temporary hire, Mr. Olazo will be able to minimize the disruption and help maintain the expected level of service the public has come to expect. At the same time, he will be available to transfer his knowledge and experience to current staff during the business license renewal process. The Office plans to fill the vacant position as soon as possible as a result of Mr. Olazo's retirement.

CONSEQUENCE OF NEGATIVE ACTION:

While the Treasurer-Tax Collector's Office seeks a replacement, without the temporary hire of Mr. Olazo the daily operations of the Business License Division will be significantly impacted and may be unable to efficiently and effectively complete the necessary collections, reconciliations, and enforcements of the annual business license renewal application.

CLERK'S ADDENDUM

Effective hire date of May 8, 2019.