



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: May 7, 2019

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

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**RECOMMENDATION(S):**

1. CONSIDER waiving the 180-day "sit out" period for Ms. Elizabeth Arbuckle, Departmental Fiscal Officer, in the Office of the Sheriff;
2. FIND that the appointment of Elizabeth Arbuckle is necessary to fill a critically needed position; and
3. APPROVE and AUTHORIZE the hiring of retiree Elizabeth Arbuckle as a temporary County employee for the period of May 8, 2019 through September 30, 2019, as recommended by the Sheriff-Coroner.

**FISCAL IMPACT:**

Salary costs are included in the Department's operating budget. There will be salary and employment tax payments for the hours provided up to approximately \$25,000. These costs will be offset by savings due to the vacancy of the permanent position.

☒ 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:

**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: 925-335-1557

cc:

### BACKGROUND:

The Public Employee Pension Reform Act of 2013 requires that active members who retire on or after January 1, 2013 must wait 180 days after retirement before returning to work as a temporary employee. The Act also allows the Board, based on a finding that the appointment is necessary to fill a critically needed position, to waive the 180-day "sit out" period.

Ms. Elizabeth Arbuckle retired from the Office of the Sheriff effective March 28, 2019 after holding the position of Departmental Fiscal Officer within the Personnel and Finance Division since 2011. In that role, Ms. Arbuckle was responsible for providing financial management of a \$243 million department budget, annual levies of police districts and zones, investments and other various required status reports.

The Office of the Sheriff is actively recruiting to fill the vacant position, however due to the extensive background process needed in order to work for a law enforcement agency, the recruitment process is lengthy. All Office of the Sheriff employees, sworn and civilian, must pass the same extensive background review process prior to being hired by the Office of the Sheriff. While the Department moves forward with recruitment process, we need the experience, expertise and institutional knowledge of Ms. Arbuckle to continue to provide these services to our Department. It would be the Department's intent to keep Ms. Arbuckle until the recruitment to backfill the position could be completed and some cross training and succession planning is completed.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board approval will result in a significant negative impact in the Office of the Sheriff's Personnel and Finance Division's ability to provide financial management and other services for the Department.

### CHILDREN'S IMPACT STATEMENT:

No impact.