



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: July 9, 2019

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

RECOMMENDATION(S):

1. Consider waiving the 180 day "sit out period" for Nancy Zandonella, Human Resources Project Manager for the Department of Information Technology;
2. Find that the appointment of Ms. Zandonella is necessary to fill a critically needed position; and
3. Approve and authorize the hiring of retiree Ms. Zandonella as a temporary employee effective July 10, 2019 through June 30, 2020.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$63,187 which is 100% funded by vacancies in the department. The Department of Information Technology (DoIT) charges for all services and these charges include revenue generated from non-general fund departments and other public agencies. The cost of this position would be included in the charges to our users.

BACKGROUND:

Nancy Zandonella retired from County service on March 29, 2019. Ms. Zandonella worked at the Human Resources Department Administration Division supporting the Human

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
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: July 9, 2019

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

By: June McHuen, Deputy

Contact: Marc Shorr
925-608-4071

cc:

Resources department and other County Departments for over 33 years. Ms. Zandonella has held numerous positions throughout her 33 years in County service and is uniquely qualified to perform the necessary tasks to meet DoIT's accounting demands.

BACKGROUND: (CONT'D)

DoIT would like to bring Ms. Zandonella into the department to help assist with numerous administrative and accounting tasks. Ms. Zandonella throughout her years with the County has acquired detailed knowledge of the complex accounting and reporting requirements associated with governmental accounting. DoIT's accounting staff has been reduced by 50% due to a retirement and a transfer to the Health Services department. DoIT has a critical need for an experienced person with County knowledge to assist with tasks such as: Payroll, Accounts Payable, Accounts Receivable, Journals, Inventory, Purchasing, Telephone Billing, Contracts and year-end processing deadlines. DoIT accounting staff has already been working overtime because of the current retirement, including nights and weekends to meet current billing/payroll/contract deadlines. With the employee transfer to HSD there is no feasible way the current staff will be able to meet current deadlines and the soon approaching year-end processing.

DoIT is in the process of recruiting for these vacancies, but it will take up to one year or longer for a new employee to gain a full understanding of the many complex in-house processing billing systems and County accounting procedures.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the accuracy and timeliness of DoIT's internal/external department billing and reporting will be compromised. DoIT processes telephone billing for all County departments and cell phone processing for the CAO, BOS, CCTV, and Veterans Services Departments. This could affect all County departments' current and possibly next fiscal year expense budgets.