



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: September 24, 2019

Subject: Temporary Hire of County Retiree - Extension

RECOMMENDATION(S):

CONSIDER approving and authorizing an extension of temporary employment of retiree Elizabeth Arbuckle through February 28, 2020.

FISCAL IMPACT:

Salary costs are included in the Department's operating budget. This is an extension of the service period, with no change to the estimated labor cost of \$25,000.

BACKGROUND:

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.

On May 28, 2019, Ms. Arbuckle was hired as a temporary employee while the Office of the Sheriff was recruiting to fill the vacant position of the Departmental Fiscal Officer. The position has since been filled and Ms. Arbuckle currently continues to provide cross training

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/24/2019** ☒ 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: September 24, 2019

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

By: June McHuen, Deputy

Contact: 925-335-1557

cc: Paul Reyes, Heike Anderson, Alycia Rubio

and succession

BACKGROUND: (CONT'D)

planning through the end of the term of this assignment, September 30. 2019.

Due to unexpected circumstances, the Supervising Accountant of the SO Fiscal Office will be out on extended leave. Ms. Arbuckle, while employed by the Sheriff as the Fiscal Officer, was the direct supervisor of the Supervising Accountant and has the knowledge and ability to perform these duties during the absence.

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.