



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: March 21, 2023

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 Mary Jane Robb, Commander, Management Services, in the Office of the Sheriff;
2. FIND that the appointment of Ms. Robb is necessary to fill a critically needed position; and
3. APPROVE and AUTHORIZE the hiring of County retiree Ms. Robb as a temporary County employee effective April 1, 2023, and serving through March 31, 2024.

**FISCAL IMPACT:**

Upon approval, this action has a cost of approximately \$102,000. The cost is fully funded within the Office of the Sheriff's budget, drawing on the current General Fund allocations.

**BACKGROUND:**

Mary Jane Robb retired on February 3, 2023, after 25 years with the County, 17 of which was with the Office of the Sheriff. As the Commander of Management Services for the Office of the Sheriff, Ms. Robb oversaw personnel management, the departmental budget, and the many contracts and grants processed for the department. She was also responsible for working with the County's

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **03/21/2023** ☒ 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  
Ken Carlson, 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: March 21, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Hallie Wachowiak,  
925-655-0003

By: June McHuen, Deputy

cc:



### BACKGROUND: (CONT'D)

Labor Relations on grievances and labor issues. The Office of the Sheriff is actively hiring a new Chief of Management Services to fill the vacancy left by Ms. Robb's retirement.

In her temporary role, Ms. Robb will be assigned to train the new Chief of Management Services on the many different facets of the position. This crucial position in the department is tasks with responsibilities including commanding the Personnel & Finance Division, and advising executive staff on administrative, budgetary, grant, contract management, personnel and employee relations. Furthermore, the Chief of Management Services is the department's Equal Employment Opportunity/Affirmative Action Officer. In addition to training, Ms. Robb will also oversee special projects that are currently in progress.

### 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. The temporary hire of Ms. Robb as someone who is familiar with all the functions of the position, will bridge gaps in the learning curve for the new Chief of Management Services.

### CLERK'S ADDENDUM

**Speaker: Caller 1.**