

INTEROFFICE MEMORANDUM

DATE: 06/04/2020 **PHONE:** 760-552-6945

FROM: Bonnie Sundvall, SOA
Supervising Office Assistant
Victorville District Attorney Office

TO: To Whom it may concern

SUBJECT: Justification Memo - Linda Maese, SBCERA Retiree Re-Certification

Our office is requesting that Linda Maese's PSE re-certification be approved for another year of service with our office as she has experience and skills that are valuable to our office especially with the COVID-19 extra duties required by our staff while the court system is getting back up and running.

What special skills does Ms. Maese have to perform the duties of the position?

Ms. Maese was an OAIII in our office before retiring and has had extensive training on multiple duties within our office. She is already familiar with our internal office system (STAR), courts system (Odyssey), and our office's Juvenile system (JNET), allowing her to seamlessly continue helping with the multiple units within our office to process all the back log of cases that COVID-19 has created in our office.

Is Ms. Maese the only staff member that can do this work? If no, how many other staff members can do this work?

Ms. Maese is not the only staff member that can assist with the duties she is assisting with but we would need 3 staff members to keep up with the volume she is able to produce with her knowledge and skills she already possesses from working in our office full time. We only have 1 OAIII that is currently working the assignments that Mrs. Maese is aiding with.

Have they looked for any replacements to do this job? If so, provide details.

Our Victorville offices does not have any additional clerical staff position numbers to be able to hire a replacement to do the items that Ms. Maese is able to assist with.

If the department cannot continue to re-employ Ms. Maese, what will they do? Who will do the work?

If Ms. Maese is unable to be re-employed the backlog of cases to be processed as the courts reopen for business will continue to fall behind. The Courts reopening for normal

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business is producing additional duties for all our staff necessary to keep up with the huge amount of work being processed by the courts due to their 2-month closure.

How is Ms. Maese's re-employment necessary to enable the employer to continue effective operation?

Ms. Maese is already trained on our computer systems/office/court procedures and can assist with multiple assignments that can fall behind when our clerical staff is unable to keep up with the overflow of cases coming into the office as the courts are re-opening. With Ms. Maese's knowledge and assistance multiple clerical units within our office more of our staff will be able to focus on the "extra" duties that have been created to be able to process cases that happened during our COVID19 closure.

Describe the extreme necessity or circumstances that were unavoidable or could not have been anticipated to continue her employment.

COVID-19 was completely unavoidable and with the court closure for 2 months the amount of cases backlogged to be processed through the courts are in the thousands. Ms. Maese's knowledge of our entire process regarding these cases will be invaluable during the upcoming year to ensure our office is able to keep up with the added work being done to process so many cases through the court system.

Thank you,
Bonnie Sundvall, SOA
Victorville District Attorney Office
760-552-6945