

**POSITION ADJUSTMENT REQUEST**

NO. 25980  
DATE 6/20/2022

Department Probation Department No./  
Budget Unit No. 0308 Org No. 3022 Agency No. 30  
Action Requested: ADOPT Position Adjustment Resolution No. 25980 to add one(1) Program and Project Coordinator-  
Project (APHX) position (Represented) in the Probation Department.

Proposed Effective Date: \_\_\_\_\_

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$165,428 Net County Cost \$0.00  
Total this FY \$151,642.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Measure X Revenue

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Danielle Fokkema

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

6/27/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/1/2022

ADOPT Position Adjustment Resolution No.25980 to establish Program and Project Coordinator-Project (APH1) classification and add one (1) position at a salary plan and grade ZA2 1771 (\$8,061-\$9,822) in the Probation Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Brighton Bohnenkamp

7/1/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_

Paul Reyes

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION  
Adjust class(es) / position(s) as follows:

# REQUEST FOR PROJECT POSITIONS

Department Probation

Date 6/20/2022

No. \_\_\_\_\_

1. Project Positions Requested:  
Program and Projects Coordinator
2. Explain Specific Duties of Position(s)  
Project position will provide oversight and support the implementation of the Restorative Justice project for the next three years.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)  
Measure X is a countywide 20-year, ½ cent sales tax approved by Contra Costa County voters on November 3, 2020. Collection of the tax began on April 1, 2021.
4. Duration of the Project: Start Date 8/1/2022 End Date 6/30/25  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.  
Funding is for a three(3) year period
5. Project Annual Cost
  - a. Salary & Benefits Costs: \$165,428.00
  - b. Support Costs: \$0.00  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \$0.00
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implicationsIf this action is not approved, there will be insufficient administrative support for the Department's oversight and support of the Restorative Justice project.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.  
The Department evaluated the job responsibilities of current employees to determine if oversight of the Restorative Justice project would be possible. Based on current staffing levels in the Department it was determined an additional employee was necessary to provide the level of services effectively and efficiently.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted  
1/1/24
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY