

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Agriculture (0335)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
NEW	Weights and Measures Inspector II	BWVA	3315	FT	FT	NEW	1

Explanation:

1) Add one (1) Weights and Measures Inspector to support State mandated inspection activities.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Animal Services (0366)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant / Filled	Notes
NEW	Animal Services Officer	BJWD	3331	FT	FT	NEW	1
NEW	Animal Services Officer	BJWD	3331	FT	FT	NEW	1
NEW	Animal Services Officer	BJWD	3331	FT	FT	NEW	1
NEW	Animal Center Operations Coordinator	BCSA	3335	FT	FT	NEW	1
NEW	Animal Center Operations Supervisor	BJHC	3336	FT	FT	NEW	1

Explanation:

1) Add three (3) Animal Services Officers, one (1) Animal Center Operations Coordinator, and one (1) Animal Center Operations Supervisor to expand field, shelter, and spay and neuter services.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Assessor (0016)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	Clerk - Experienced Level	JWXB	1610	FT	FT	Vacant	
NEW	Clerk - Experienced Level	JWXB	1610	FT	FT	Vacant	
NEW	Clerk - Experienced Level	JWXB	1610	FT	FT	Vacant	
NEW	Clerk - Experienced Level	JWXB	1610	FT	FT	Vacant	

Explanation: Four (4) Clerk-Experienced Level to support workload for Proposition 19

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: County Counsel (0030)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	Deputy County Counsel Standard - Exempt	2ET2	1700	FT	FT	Vacant	

Explanation: One (1) Deputy County Counsel to support the Assessment Appeals Board

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED/DELETED**

DEPARTMENT: Risk Management (0150)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
NEW	ADA Title II Program Manager	NEW	1505	FT	FT	NEW	1

EFFECTIVE: July 1, 2023 DELETE POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
18819	Safety Services Specialist - Advanced Level B	AJWH	1505	FT	FT	Vacant	1

Explanation:

1) Delete one (1) Safety Services Specialist and add one (1) Americans with Disabilities Act Title II Program Manager to assist with ADA Title II program support.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Clerk-Recorder (0355 & 0353)

EFFECTIVE: July 1, 2023 TRANSFER POSITION

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant / Filled	Notes
14494	Clerk-Recorder Services Supervisor	EAHA	0355	FT	0	Filled	1
14494	Clerk-Recorder Services Supervisor	EAHA	2453	0	FT	Filled	1

Explanation:

1.) Reassign one Clerk-Recorder Services Supervisor position from the Recorder's office to the Micrographics/Modernization Fund Redaction Program (accounting change only).

CONTRA COSTA COUNTY
POSITIONS TO BE ADDED/ESTABLISH CLASSIFICATIONS

DEPARTMENT: County AdministratorEFFECTIVE: July 1, 2023 **ADD POSITIONS**

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant / Filled	Notes
NEW	Deputy County Administrator-EXEMPT	ADH1	1200	0	40/40	NEW	1, 2

Explanation: 1) Add a Deputy County Administrator funded by Measure X to support Measure X activities and reporting

EFFECTIVE: May 24, 2023 **ESTABLISH CLASSIFICATIONS**

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant / Filled	Notes
NEW	Senior Deputy County Administrator-EXEMPT	ADF1	1200				1
NEW	Deputy County Administrator-EXEMPT	ADH1	1200				1
NEW	Senior Management Analyst-EXEMPT	ADT3	1200				1
NEW	Management Analyst-EXEMPT	ADV1	1200				

Explanation:

- 1) Establishes exempt classifications in the County Administrator's Office for use prospectively as merit positions are vacated. The new exempt classifications will use the same salary range as the existing merit system classifications.
- 2) Adds one (1) ADH1 Deputy County Administrator-EXEMPT funded by Measure X to support Measure X administration, performance measurement, reporting and staff support to the MXCAB and Oversight Committee.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: District Attorney (0242)

EFFECTIVE: July 1, 2023 **ADD POSITIONS**

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant / Filled	Notes
NEW	Deputy District Attorney - Fixed Term	2KWD	2805	FT	FT	NEW	1
NEW	Deputy District Attorney - Fixed Term	2KWD	2805	FT	FT	NEW	1
NEW	Deputy District Attorney - Basic	2KTF	2805	FT	FT	NEW	1
NEW	Deputy District Attorney - Basic	2KTF	2805	FT	FT	NEW	1
NEW	Deputy District Attorney - Basic	2KTF	2805	FT	FT	NEW	1

Explanation: 1) Add two (2) Deputy District Attorney - Fixed Term and three (3) Deputy District Attorney - Basic positions to address increased workload related to the Racial Justice Act and police misconduct.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED/DELETED**

DEPARTMENT: Department of Information Technology (0060, 0147)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	Telecommunications Specialist II	PEVA	4290	FT	FT	NEW	2
NEW	Telecommunications Specialist II	PEVA	4290	FT	FT	NEW	2
NEW	Telecommunications Infrastructure Specialist	PEWK	4290	FT	FT	NEW	2
NEW	Telecommunications Infrastructure Specialist	PEWK	4290	FT	FT	NEW	2
NEW	Information Security Specialist	LWSC	1055	FT	FT	NEW	2
NEW	Network Administrator I	LNSA	1070	FT	FT	NEW	3

EFFECTIVE: JULY 1, 2023 DELETE POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
71	Network Analyst II	LBTA	1075	FT	FT	Vacant	1
12899	Network Analyst II	LBTA	1075	FT	FT	Vacant	1
18829	Network Analyst II	LBTA	1075	FT	FT	Vacant	1
18825	Network Analyst I	LBVA	1075	FT	FT	Vacant	1

Explanation:

- 1) Delete four (4) Network Analyst positions from Wide Area Network (WAN) unit.
- 2) Add two (2) Telecommunication Specialist, two (2) Telecommunication Infrastructure Specialist and one (1) Information Security Specialist positions to support countywide information technology infrastructure.
- 3) Add one (1) Network Administrator position to support the Public Defender.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED AND DELETED**

DEPARTMENT: Employment and Human Services (0501, 0503, 0504, 0583, 0588, 0589)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
New	Infant Toddler Assoc Tcher-Prj	CJW2	1474	FT	FT	Vacant	7
New	Infant Toddler Assoc Tcher-Prj	CJW2	1474	FT	FT	Vacant	7
New	Infant Toddler Assoc Tcher-Prj	CJW2	1497	FT	FT	Vacant	7
New	Program/Projects Coordinator	APHA	5101	FT	FT	Vacant	2
New	Administrative Svcs Asst II	APVA	5101	FT	FT	Vacant	2
New	Soc Svc Program Assistant	X0SA	5101	FT	FT	Vacant	4
New	Soc Svc Program Assistant	X0SA	5101	FT	FT	Vacant	4
New	Workforce Services Specialist	XANA	5101	FT	FT	Vacant	4
New	Administrative Svcs Asst III	APTA	5101	FT	FT	Vacant	10
New	Clerk-Senior Level	JWXC	5101	FT	FT	Vacant	10
New	Contracts Administrator	XQHE	5101	FT	FT	Vacant	10
New	Personnel Technician	AP7B	5101	FT	FT	Vacant	10
New	Personnel Technician	AP7B	5101	FT	FT	Vacant	10
New	Personnel Technician	AP7B	5101	FT	FT	Vacant	10
New	DEPT HR SUPERVISOR	APFB	5101	FT	FT	Vacant	10
New	Departmental HR Analyst I	ARTA	5101	FT	FT	Vacant	10
New	EHS Director of Admin - Exempt	XAD6	5101	FT	FT	Vacant	10
New	EHS Director of Admin - Exempt	XAD6	5101	FT	FT	Vacant	10
New	Administrative Svcs Officer	APDB	5101	FT	FT	Vacant	10
New	Administrative Svcs Asst III	APTA	5101	FT	FT	Vacant	10
New	Social Casework Assistant	XDVB	5216	FT	FT	Vacant	4
New	Social Casework Assistant	XDVB	5216	FT	FT	Vacant	5
New	Social Casework Assistant	XDVB	5216	FT	FT	Vacant	5
New	Social Casework Assistant	XDVB	5216	FT	FT	Vacant	5
New	Social Casework Assistant	XDVB	5216	FT	FT	Vacant	5
New	Social Casework Assistant	XDVB	5216	FT	FT	Vacant	5
New	Social Worker III	X0VB	5216	FT	FT	Vacant	5
New	Social Work Supvsr II	X0HA	5216	FT	FT	Vacant	5
New	Soc Svc Program Analyst	X4SH	5216	FT	FT	Vacant	5
New	Sr Public Hlth Nutrition	V9TE	5278	FT	FT	Vacant	3
New	Clerk-Senior Level	JWXC	5278	FT	FT	Vacant	3
New	Aging & Adult Svcs Sr Staff As	XQVB	5278	FT	FT	Vacant	3
New	Social Worker	X0VC	5311	FT	FT	Vacant	6
New	Social Worker	X0VC	5311	FT	FT	Vacant	6
New	Social Work Supvsr II	X0HA	5315	FT	FT	Vacant	1
New	Secretary-Journey Level	J3TF	5330	FT	FT	Vacant	8
New	EHS Deputy Bureau Director-Ex	XAD2	5450	FT	FT	Vacant	9
New	Secretary-Journey Level	J3TF	5450	FT	FT	Vacant	9
New	Administrative Aide - Project	AP7A	5619	FT	FT	Vacant	1
New	One - Stop Operator Consortium Administrator	X7GA	5619	FT	FT	Vacant	1
New	Program/Projects Coordinator	APHA	5619	FT	FT	Vacant	1
New	Program/Projects Coordinator	APHA	5619	FT	FT	Vacant	1

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
EFFECTIVE: July 1, 2023 DELETE POSITIONS							
Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
15723	Asst Dir-Policy & Planning-Ex	XAD7	5101	FT	FT	Vacant	11
18588	Departmental Fiscal Officer	APSA	5101	FT	FT	Vacant	11
15322	EHS Division Manager	XADD	5101	FT	FT	Vacant	11
2035	Social Worker III	X0VB	5216	FT	FT	Vacant	11
6371	Social Worker II	X0WB	5216	FT	FT	Vacant	11
13884	Soc Svc Program Assistant	X0SA	5314	FT	FT	Vacant	11
18163	Soc Svc Program Assistant	X0SA	5455	FT	FT	Vacant	11
18162	Soc Svc Program Assistant	X0SA	5455	FT	FT	Vacant	11
4432	Clerk-Senior Level	JWXC	5450	FT	FT	Vacant	11
5187	Soc Svc Program Assistant	X0SA	5452	FT	FT	Vacant	11
12187	Soc Svc Program Assistant	X0SA	5452	FT	FT	Vacant	11
5140	Soc Svc Program Assistant	X0SA	5452	FT	FT	Vacant	11
15354	Soc Svc Program Assistant	X0SA	5455	FT	FT	Vacant	11
14524	Soc Svc Program Assistant	X0SA	5455	FT	FT	Vacant	11
18351	INTERMEDIATE CLERK-PRJ	99J3	1461	FT	FT	Vacant	11
17373	INFANT TODDLER TEACHER-PROJECT	CJW2	1462	FT	FT	Vacant	11
6775	Associate Teacher-Project	CJW1	1474	FT	FT	Vacant	11
6781	Associate Teacher-Project	CJW1	1474	FT	FT	Vacant	11
6805	Associate Teacher-Project	CJW1	1497	FT	FT	Vacant	11
10816	SENIOR CLERK-PROJECT	9KT7	1874	FT	FT	Vacant	11

Explanation:

1. Add one (1) Social Work Supervisor II, one (1) Administrative Aide-Project, one (1) One-Stop Operator Consortium Administrator, and two (2) Program/Projects Coordinator positions to support expansions in the Workforce Development Board.
2. Add one (1) Program Projects Coordinator and one (1) Administrative Services Assistant II positions to support creating a Diversity, Equity & Inclusion (DEI) program in the administrative division.
3. Add one (1) Senior Public Health Nutrition, one (1) Aging and Adult Services Senior Staff Assistant and one (1) Clerk-Senior Level positions upon the transfer of the Senior Nutrition Program from Health Services to the EHSD.
4. Add two (2) Social Services Programs Assistant positions, one (1) Workforce Services Specialist position and one (1) Social Casework Assistant position to create a program integrity division and address compliance with State and Federal regulations.
5. Add five (5) Social Casework Assistant positions, one (1) Social Services Program Analyst, one (1) Social Worker III and one (1) Social Work Supervisor II to respond to increased caseloads in Child Welfare.
6. Add two (2) Social Worker positions to respond to increased caseloads in In-Home Support Services.
7. Add three (3) Infant Toddler Associate Teacher-Project positions to support the Head Start program.
8. Add one (1) Secretary-Journey Level position to provide administrative support in the Aging & Adult division.
9. Add one (1) EHS Deputy Bureau Director-Exempt and one (1) Secretary-Journey Level position to provide administrative support in the Workforce Services division.
10. Add two (2) EHS Director of Administration-Exempt, one (1) Administrative Services Officer, two (2) Administrative Services Assistant III, one (1) Contracts Administrator, one (1) Department HR Supervisor, one (1) Departmental HR Analyst I, three (3) Personnel Technician and one (1) Clerk-Senior Level positions to support expansions in the administrative division.
11. Delete one (1) vacant Assistant Director-Policy & Planning, one (1) vacant Departmental Fiscal Officer, one (1) vacant EHS Division Manager, one (1) vacant Social Worker II, one (1) vacant Social Worker III, one (1) vacant Clerk-Senior Level, one (1) vacant Intermediate Clerk-Project, one (1) vacant Infant Toddler Teacher-Project, one (1) vacant Senior Clerk-Project, six (8) vacant Social Services Program Assistant and three (3) vacant Associate Teacher-Project.

CONTRA COSTA COUNTY
POSITIONS TO BE **TRANSFERRED**

DEPARTMENT: Health Services Department (0454) to Employment and Human Services Department (0503)

EFFECTIVE: July 1, 2023 **TRANSFER POSITIONS**

Position #	Class	Class Code	From Org #	To Org #	FT/PT	Vacant / Filled	Notes
6480	Chief Dep Public Admin-Exempt	AXD1	0454	5276	FT	Filled	1
11977	Public Adm Program Asst	AXSD	0454	5276	FT	Filled	1
18344	Public Adm Program Asst	AXSD	0454	5276	FT	Filled	1
16275	Deputy Public Administrator	AXFA	0454	5276	FT	Vacant	1

Explanation:

1. Transfer one (1) Chief Dep Public Administrator-Exempt, one (1) Deputy Public Administrator and two (2) Public Administrator Program Assistant positions to effectuate the staffing transfer of the Public Administrator division from Health Services to the Employment and Human Services Department.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Human Resources (0035)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/ Filled	Notes
NEW	Employee Benefits Analyst	AGVG	1305	FT	FT	NEW	1

Explanation:

1) Add one (1) Employee Benefits Analyst to support employee leave and ADA programs.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Probation (0308, 0309)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	ADMINISTRATIVE ANALYST	APWA	3000	FT	FT	NEW	1
NEW	DEPARTMENTAL HR ANALYST II	ARTA	3000	FT	FT	NEW	1
NEW	PLNR/EVAL-LEVEL A	VCXC	3022	FT	FT	NEW	3
NEW	PROGRAM/PROJECTS COORDINATOR	APHA	3022	FT	FT	NEW	3

EFFECTIVE: July 1, 2023 DELETE POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
17513	ACCOUNTING TECHNICIAN	JD7A	3000	FT	FT	Vacant	2
19091	PROGRAM/PROJECTS COORDINATOR-PRJ	APH1	3000	FT	FT	Vacant	2

Explanation:

- 1) Add one (1) Administrative Analyst and one (1) Departmental HR Analyst II to support Administration
- 2) Delete one (1) Accounting Technician, and one (1) Program/Projects Coordinator-Project in Administration
- 3) Add one (1) Planner/Evaluator Level A, and one (1) Program/Projects Coordinator to support the Office of Reentry and Justice

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**

DEPARTMENT: Public Defender (0243)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	DEPUTY PUBLIC DEFENDER II	25VA	2918	FT	FT	NEW	1
NEW	LEGAL ASSISTANT	2Y7B	2918	FT	FT	NEW	1
NEW	LEGAL ASSISTANT	2Y7B	2918	FT	FT	NEW	1
NEW	LEGAL ASSISTANT	2Y7B	2918	FT	FT	NEW	1
NEW	PUBLIC DEFENDER INVESTIGATOR I	6NWA	2918	FT	FT	NEW	1
NEW	CLERK-EXPERIENCED LEVEL	JWXB	2918	FT	FT	NEW	1
NEW	CASE PREP ASSISTANT	NEW	2918	FT	FT	NEW	1
NEW	CASE PREP ASSISTANT	NEW	2918	FT	FT	NEW	1
NEW	CASE PREP ASSISTANT	NEW	2918	FT	FT	NEW	1
NEW	DEPUTY PUBLIC DEFENDER - FIXED TERM	25WB	2909	FT	FT	NEW	3
NEW	DEPUTY PUBLIC DEFENDER - FIXED TERM	25WB	2909	FT	FT	NEW	3
NEW	DEPUTY PUBLIC DEFENDER - III	25TB	2909	FT	FT	NEW	3
NEW	DEPUTY PUBLIC DEFENDER - III	25TB	2909	FT	FT	NEW	3
NEW	DEPUTY PUBLIC DEFENDER - III	25TB	2909	FT	FT	NEW	3
NEW	DEPUTY PUBLIC DEFENDER - II	25VA	2919	FT	FT	NEW	4
NEW	DEPUTY PUBLIC DEFENDER - II	25VA	2919	FT	FT	NEW	4
NEW	DEPUTY PUBLIC DEFENDER - II	25VA	2919	FT	FT	NEW	4
NEW	LEGAL ASSISTANT	2Y7B	2919	FT	FT	NEW	4
NEW	CLERK-EXPERIENCED LEVEL	JWXB	2919	FT	FT	NEW	4

EFFECTIVE: July 1, 2023 DELETE POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
TBD	CLERK-SPECIALIST LEVEL	JWXD	2920	FT	FT	VACANT	2

Explanation:

1) Add one (1) Deputy Public Defender II, three (3) Legal Assistants, one (1) Public Defender Investigator I, one (1) Clerk-Experienced Level, and three (3) Case Prep Assistants, in the AB109 Division to support the programs in the CCC Community Corrections Partnership.

2) Per P300 No. 26094 from 1/17/23 BOS meeting, one (1) Clerk - Specialist Level position was to be deleted to offset the cost of adding a Legal Assistant to the Alternate Defender's Office, a position will be vacated as a result of an internal promotional opportunity.

3) Add two (2) Deputy Public Defender - Fixed Term and three (3) Deputy Public Defender - III positions to address increased workload related to the Racial Justice Act and police misconduct.

4) Add three (3) Deputy Public Defender - II, one (1) Legal Assistant and one (1) Clerk - Experienced Level to expand the Stand Together Contra Costa program.

CONTRA COSTA COUNTY
POSITIONS TO BE **ADDED**/DELETED

DEPARTMENT: Public Works - Facilities Maintenance (0079)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	Senior Capital Facilities Project Manager	NEHA	4011	FT	FT	Vacant	1
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2
NEW	Custodian II	GKWB	4032	FT	FT	Vacant	2

EFFECTIVE: July 1, 2023 DELETE POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
15891	Supervising Capital Facilities Project Manager	NEHC	4011	FT	FT	Vacant	3

DEPARTMENT: Public Works (0650)

EFFECTIVE: July 1, 2023 ADD POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
NEW	Administrative Analyst II	ARWA	4539	FT	FT	Vacant	4
NEW	Administrative Analyst II	ARWA	4504	FT	FT	Vacant	5

EFFECTIVE: July 1, 2023 DELETE POSITIONS

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant & Unfunded	Notes
17416	Departmental HR Analyst II	ARTA	4504	FT	FT	Vacant	6

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- Explanation: 1. Add one (1) Sr Capital Facilities Project Manager to support various Countywide improvement projects
 2. Add seven (7) Custodians to provide services at various facilities currently underserved
 3. Delete one (1) Supervising Capital Facilities Project Manager
 4. Add one (1) Administrative Analyst to provide contracts support for Design, Construction and Environmental divisions
 5. Add one (1) Administrative Analyst to provide safety and department wide training coordination
 6. Delete one (1) Departmental HR Analyst II

