

**POSITION ADJUSTMENT REQUEST**

NO. 21987  
DATE 11/18/2016

Department County Administrator's Office Department No./  
Budget Unit No. 0003 Org No. 1216 Agency No. 03  
Action Requested: Establish the classification of Office of Reentry and Justice Program Manager-Project and add one (1) position in the County Administrator's Office

Proposed Effective Date: 12/13/2016

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 \$185,136.00 Net County Cost \$0.00  
Total this FY \$88,283.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AB 109 Public Safety Realignment

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

Lara Delaney

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

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

\_\_\_\_\_  
Date

**HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS**

DATE 12/21/2016

Establish the classification of Office of Reentry and Justice Program Manager--Project (ADD7) (unrepresented) at salary plan and grade C85 2002 (\$8,406 - \$9,267) and add one (1) full-time Office of Reentry and Justice Program Manager-Project position in the County Administrator's Office.

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

Effective:  Day following Board Action.

1/3/2016(Date)

Mary Jane De Jesus-Saepharn

12/21/2016

\_\_\_\_\_  
(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: \_\_\_\_\_

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

**BOARD OF SUPERVISORS ACTION:**

Adjustment is APPROVED  DISAPPROVED

David J. Twa, 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 County Administrator's Office

Date 12/21/2016

No. 21987

1. Project Positions Requested:  
OFFICE OF REENTRY AND JUSTICE PROGRAM MANAGER-PROJECT
2. Explain Specific Duties of Position(s)  
Under direction of the Director of the Office of Reentry and Justice (ORJ) or the Senior Deputy County Administrator, the ORJ Program Manager plays a significant leadership role in developing and implementing the policies, initiatives and services administered by the Contra Costa County Office of Reentry and Justice (ORJ).
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)  
AB 109 Public Safety Realignment funding for the establishment of the Office of Reentry and Justice Pilot Project
4. Duration of the Project: Start Date 1/2/2017 End Date 6/30/2019  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.  
The Board of Supervisors authorized the pilot project for a 2.5 year period of time.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \$185,136.00
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \$185,136.00
  - 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 implicationsThe Board authorized the establishment of the ORJ; it must be staffed to provide the services.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.  
We have contracted for these services for several years; consolidation and more coordination is required now.
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  
6/30/17
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