

POSITION ADJUSTMENT REQUEST

NO. 20683
DATE 4/15/2009

Department Conservation and Development Department No./
Budget Unit No. 0341 Org No. 3415 Agency No. 34
Action Requested: Adjust salary step of incumbent Deputy Director of Conservation and Development (4AD1) to the fourth step of the salary range effective February 1, 2009. Incumbent was inadvertently placed at 3rd step, resulting in a 10% pay reduction.

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No
Proposed Effective Date: 2/1/09

Total One-Time Costs (non-salary) associated with request: 0
Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$6,336 Net County Cost \$0.00
Total this FY \$2,640.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fees - NO GENERAL FUND MONIES

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

Catherine Kutsuris (3-23-09)

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

Adjust the salary step of the incumbent in the classification of Deputy Director of Conservation and Development-Building Inspection (4AD1) to the 4th step on the salary schedule in salary level B85 2215 (\$9,577-\$11,641) effective February 1, 2009 as recommended by the Assistant County Administrator-Director of Human Resources.

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

Effective: Day following Board Action.
 2/1/2009(Date)

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

(for) County Administrator
DATE 4-15-09

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE 4/21/09

BY C. Wells

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 _____

Date 4/15/2009

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
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 implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

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

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

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on April 21, 2009 by the following vote:

AYES: BONILLA, GIOIA, UILKEMA, PEPHO & GLOVER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE
RECUSE: NONE

Resolution No. 2009/20683

SUBJECT: In the matter of Adjusting the Salary Step of Incumbent in the Deputy Director of Conservation and Development-Building Inspection.

THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS in its capacity as governing Board of the County of Contra Costa and all districts of which it is ex-officio governing Board RESOLVES THAT:

WHEREAS, the salary regulations state that "Any employee who is appointed to a position of a class allocated to a higher salary range than the class he previously occupied shall receive the salary in the new salary range which is next higher than the rate he was receiving before promotion." And,

WHEREAS, incumbent in the Deputy Director of Conservation and Development-Building Inspection position #13801 was promoted to that position on February 01, 2009 and placed at step 2 according to the salary regulations rule on promotion; and

WHEREAS, as recommended by the appointing authority, there is a need to recognize and compensate this employee accordingly by placing him at step 4 of the salary range for the Deputy Director of Conservation and Development-Building Inspection.

NOW THEREFORE, BE IT RESOLVED that incumbent in position #13801 shall be moved from step 2 to the 4th step of the salary range for the Deputy Director of Conservation and Development-Building Inspection effective February 1, 2009.

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: April 21, 2009

DAVID J. TWA, Clerk of the Board of Supervisors and County Administrator

By: C. Wilson, Deputy

cc: Human Resources

RESOLUTION NO. 2009/20683