

POSITION ADJUSTMENT REQUEST

NO. 22423
DATE 1/23/2019

Department CCC Fire Protection District

Department No./

Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: Add one (1) Clerical Supervisor (JWHF) (represented) position and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position number 5700 in the Contra Costa County Fire Protection District.

Proposed Effective Date: 02/12/2019

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$18,297.00

Net County Cost \$0.00

Total this FY \$6,099.16

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA - Projected Cost Savings

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

Jackie Lorrekovich, Chief, Admin Svcs

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

1/29/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/30/2019

Add one (1) Clerical Supervisor (JWHF) (represented) position at salary plan and grade K6X 1290 (\$4,393-\$5,610) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 5700 at salary plan and grade 3RX 1033 (\$3,406 - \$4,350) in the Contra Costa County Fire Protection District.

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

Effective: ☒ Day following Board Action.

☐ (Date)

Amanda Monson

1/30/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/7/2019

☒ 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~~ ☐

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

DATE February 12, 2019

BY David J. Twa

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: