

POSITION ADJUSTMENT REQUEST

C.20

NO. 25858

DATE 12/8/2021

Department CCC Fire Protection District

Department No./

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

Action Requested: ADOPT Position Adjustment Resolution No. 25858 to reallocate the salary of Fire District Chief of Administrative Services (APDE) (unrepresented) from eleven step salary plan and grade B82 1894 (\$9,109.36 - \$11,660.76) to 5 step salary plan and grade B85 1894 (\$10,561.03 - \$12,837.00) and place the incumbent employee #60023 (Position #5681) at the new step 5, in the Contra Costa County Fire Protection District.

Proposed Effective Date: 1/1/22

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 \$11,000.00

Net County Cost \$0.00

Total this FY \$22,000.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% District Operating Fund

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

Paul Reyes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

12/8/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Reallocate the salary of Fire District Chief of Administrative Services (APDE) (unrepresented) from eleven step salary plan and grade B82 1894 (\$9,109.36 - \$11,660.76) to 5 step salary plan and grade B85 1894 (\$10,561.03 - \$12,837.00) and place the incumbent employee #60023 (Position #5681) at the new step 5, 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.

☒ 1/1/2022(Date)

Tina Pruett

12/8/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/9/2021

☒ 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 12-14-2021

BY [Signature]

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: