

POSITION ADJUSTMENT REQUEST

NO. 26093
DATE 12/13/2022

Department CCC Fire Protection District
Department No./ Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: Add one (1) Secretary-Advanced Level (J3TG) (represented) position at salary plan and grade 3R2 1163 (\$4,636-\$5,934) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position (5696) in the Contra Costa County Fire Protection District

Proposed Effective Date: 12/13/2022

Classification Questionnaire attached: Yes [] No [X] / Cost is within Department's budget: Yes [X] No []

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

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

Total annual cost \$33,181.00 Net County Cost \$0.00
Total this FY \$16,590.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fund 202000 (CCCFPD Gen Op Fund)

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

Jackie Lorrekovich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E. Farrell (for Paul Reyes) 1/11/2023

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/6/2023

Add one (1) Secretary-Advanced Level (J3TG) (represented) position at salary plan and grade 3R2 1163 (\$4,636-\$5,934) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position (5696) 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: [X] Day following Board Action.
[] (Date)

Alycia Leach 1/6/2023

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/12/2023

- [X] 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 [X] DISAPPROVED []

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE 01-17-23

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: