



Contra
Costa
County

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: December 15, 2020

Subject: Add one Office Manager position and cancel one Clerk-Specialist Level in the Probation Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25654 to add one (1) Office Manager (JJHC) (represented) position at salary plan and grade ZAX-1369 (\$5,089.33 - \$6,499.29) and cancel one (1) Clerk-Specialist Level (JWXD) (represented) position at salary plan and grade 3RX-1156 (\$4,121.62 - \$5,263.48) position #558 in the Probation Department.

FISCAL IMPACT:

Upon approval, this personnel action will have an annual cost of approximately \$25,265 of which \$4,124 is attributable to pension costs. The additional cost will be covered by vacancies in the Probation Department.

BACKGROUND:

The Probation Department currently has three (3) Clerical Supervisors; due to limited management staff, one reports to a Probation Manager and the other two (2) report to the Executive Secretary. Adding one (1) Office Manager position to supervise all three (3) Clerical Supervisors will create consistency. Supervising two (2) Clerical Supervisors impedes the Executive Secretary's ability to adequately support the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/15/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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: December 15, 2020

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

Contact: Danielle Fokkema,
925-313-4195

By: June McHuen, Deputy

BACKGROUND: (CONT'D)

executive staff in the department. Within the Probation Department, none of the existing classifications can solve this problem. The addition of an Office Manager position would allow all three (3) Clerical Supervisors to report to the same manager and allow the Probation Manager and Executive Secretary to focus on their assigned duties. There is currently a vacant Clerk Specialist Level position that would be eliminated in order to add the Office Manager position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Probation Department will not have staff to adequately supervise the department's clerical division.

ATTACHMENTS

P300 No. 25654