



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: May 12, 2015

Subject: ADDING AND ABOLISHING POSITIONS IN CERTAIN COUNTY DEPARTMENTS

RECOMMENDATION(S):

1. ACKNOWLEDGE that on April 21, 2015, the Board of Supervisors directed the County Administrator to prepare for consideration by the Board of Supervisors on May 12, 2015, a position modification resolution necessary to carry out the Board's actions on the Recommended Budget;
2. ACKNOWLEDGE that on May 12, 2015, the Board of Supervisors will consider approving the FY 2015-16 Recommended Budget actions requiring the addition and elimination of certain positions in affected departments;
3. ADOPT Resolution No. 2015/147, authorizing the addition and deletion of certain positions in affected departments; and
4. ACKNOWLEDGE that the positions being eliminated are vacant and unfunded and that no employee lay-offs are anticipated by this action.

FISCAL IMPACT:

The fiscal impact is described in the Fiscal Year 2015-16 Recommended Budget

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/12/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

Contact: Lisa Driscoll, County Finance Director (925) 335-1023

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: May 12, 2015

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

By: Chris Heck, Deputy

cc:

<http://www.co.contra-costa.ca.us/DocumentCenter/View/35919>

BACKGROUND:

On April 21, 2015, the Board held Budget Hearings required prior to adopting the FY 2015-16 Recommended Budget. At the conclusion of the hearings, the Board directed the County Administrator to return with a Resolution ordering the addition and deletion of positions and classifications necessary to effectuate the FY 2015-16 Recommended Budget actions. The attached Position Adjustment Resolution (No. 2015/147) incorporates those changes directed by the Board as part of the FY 2015-16 Recommended Budget. The Resolution adds and/or eliminates positions and classifications in the following departments: Public Works, Library, Public Defender, Risk Management and Human Resources (including the Merit Board), Sheriff-Coroner, District Attorney and the Contra Costa County Fire Protection District.

Public Works

Attachment A adds two Mail Machine Operator positions and two Office Services Worker positions in the Print and Mail Services division of Public Works. Additionally, two Environmental Analyst positions are added to the Environmental division of Public Works. These actions are being taken to enable Public Works to be in a position to better manage anticipate workflow in FY 2015-16. Attachment A also lists twenty six vacant and unfunded positions that are being eliminated. These are old positions have not been funded in a number of years and there is no expectation of funding them in the future.

Library

Attachment B adds one Library Specialist position in the Library.

Public Defender

Attachment C adds three Deputy Public Defender II positions, two Deputy Public Defender III positions, a Legal Assistant and a Public Defender Investigator I position in the Public Defenders Department.

Risk Management

Attachment D adds one Information Systems Specialist I position in Risk Management. Additionally, a part-time Workers Comp Return to Work position is being eliminated.

Human Resources

Attachment E eliminates seven vacant and unfunded positions from Human Resources and one additional position from the Merit Board. These are old positions have not been funded in a number of years and there is no expectation of funding them in the future.

Sheriff-Coroner

Attachment F adds 10 Deputy Sheriff-40 Hour positions in the Sheriff's Office County Patrol.

District Attorney

Attachment G adds four Deputy District Attorney – Basic Level positions, one

Administrative Services Assistant II (Grant Writer) position, one Crime Scene Investigator II position and one Victim/Witness Assistance Program Specialist position in the District Attorney's office.

Contra Costa County Fire Protection District

Attachment H adds on Information Systems Technician I position, one Fire Maintenance Worker position, one Fire Captain-40 Hour positions, one Account Clerk-Experience Level position and one Administrative Analyst position to the Contra Costa County Fire Protection District. The 2015/16 Recommended Budget also includes funding for a new Deputy Fire Chief-Exempt position, which is a new classification that will be created in collaboration with the Human Resources department prior to July 1, 2015 and one Fire District Telecommunications Specialist positions, which was created by a separate action of the Board.

No lay-offs are anticipated by these actions. Further, additional positions in various departments will continue to be held vacant (but not eliminated at this time) in order to achieve prescribed cost savings through normal and managed attrition to the greatest extent possible.

CONSEQUENCE OF NEGATIVE ACTION:

Potential delay in addition and elimination of targeted positions, which may impact service delivery.

CHILDREN'S IMPACT STATEMENT:

None.

ATTACHMENTS

Resolution No. 2015/147

Attachment A

Attachment B

Attachment C

Attachment D

Attachment E

Attachment F

Attachment G

Attachment H