



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: November 3, 2015

Subject: Add one Sheriff's Crime Analyst position and cancel two Senior Level Clerk positions in the Office of the Sheriff

**RECOMMENDATION(S):**

ADOPT Personnel Adjustment Resolution No. 21771 to add one (1) Sheriff's Crime Analyst (64VA) (represented) position at salary plan and grade ZB5 1510 (\$4,964-\$6,033) and cancel two (2) Clerk-Senior Level (JWXC) (represented) vacant position # 3149 and 2737 at salary plan and grade 3RX 1033 (\$3,087-\$3,942) in the Sheriff's Office.

**FISCAL IMPACT:**

Savings to General Fund - \$65,021.00 annually

Cancel Clerk Senior level \$104,689.00

Cancel Clerk Senior level \$104,689.00

Savings \$209,378.00

Add Sheriff's Crime Analyst (\$144,357.00)

Savings \$65,021.00

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/03/2015** ☒ 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  
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: November 3, 2015

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

By: Chris Heck, Deputy

Contact: Lori Brown (925)  
335-1552

cc: Mary Jane Robb, Robyn Hanson, Lori Brown, Tanya Williams, James Hicks, Cheryl Koch

BACKGROUND:

The Office of the Sheriff's Investigations Division is unable to process crime scenes and analyze evidence in a timely manner due to a shortage of Sheriff's Crime Analysts. In order to fund an additional Sheriff's Crime Analyst the Office of the Sheriff would cancel two (2) clerical positions, each of which have had long term vacancies.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to implement this action will result in the Investigations Division remaining understaffed, continuing to negatively impact the backlog of cases, which ultimately impact the safety of our citizens.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21771