



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: December 18, 2018

Subject: Add one Asst. Capital Facilities Project Manager Position and Cancel one Associate Civil Engineer Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22392 to add one (1) Assistant Capital Facilities Project Manager (NEWC) (represented) position at salary plan and grade ZA5 1695 (\$6,578 - \$7,995) and cancel one (1) Associate Civil Engineer (NKVC) (represented) position #1546 at salary plan and grade ZA2 1770 (\$7,299 - \$9,817) in the Public Works Department.

FISCAL IMPACT:

This action will result in an estimated annual cost savings of \$3,227.

BACKGROUND:

The Public Works Department's Capital Projects Management Division (Division) provides architectural engineering, project and construction management, and energy management services to County departments. These services include planning, budgeting, scheduling, design, bidding, and construction administration. Staff also ensure that County construction projects meet acceptable design criteria and applicable codes. The Division is responsible for advertising, bidding, and awarding consulting services agreements and construction

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/18/2018** ☒ 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 18, 2018

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

By: June McHuen, Deputy

Contact: Adrienne Todd, (925)
313-2108

contracts. Projects range from tenant improvement to new building construction. In addition to active projects, there are many requests for assistance with projects in the development

BACKGROUND: (CONT'D)

stage. While the amount of projects has increased, the staffing for the Division has remained the same. An Assistant Capital Facilities Project Manager is needed to assist with this increased workload.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Capital Projects Management Division will have difficulty responding to all of the requests for Capital Project services and projects may be delayed.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 36011 P300 22392