



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Catherine Kutsuris, Conservation and Development Director  
Date: January 14, 2014

Subject: Add one (1) full time Manager, Application Permit Center (5PDB) and add one (1) full time Principal Structural Engineer (NCHA)

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21401 to add one (1) full time Manager, Application and Permit Center (5PDB) (represented) at salary level ZA2 1622 (\$5,334 - \$7,537) and one (1) full time Principal Structural Engineer (NCHA) (represented) at salary level ZA5 1962 (\$7,249- \$8,812) in the Department of Conservation and Development.

**FISCAL IMPACT:**

No impact to County General Fund. The annual cost for these additional positions is approximately \$306,000 of which approximately \$74,000 represent retirement costs. Savings of approximately \$195,000 accrued by freezing a vacant Engineering Manager position will assist in offsetting the costs of these positions. The positions are 100% funded by Land Development revenues.

**BACKGROUND:**

Following the departure of the Supervising Engineer, the department is reallocating the duties in order to improve efficiency for the public and to respond to an increase in land development activities. The Principal Engineer will oversee engineering services for the department (with the exception of the Lamorinda area). The Permit Center Manager will be

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/14/2014** ☒ 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: January 14, 2014

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

By: June McHuen, Deputy

Contact: Victoria Mejia (925)  
674-7726

responsible for the Building Plan Checking Team, the Planning Counter Services Team and a new initiative that will focus on accelerating the review and approval of small land development permits.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board Approval will impede the department's ability to efficiently perform engineering and plan check services as well as to implement new efficiencies.

CHILDREN'S IMPACT STATEMENT:

None.

ATTACHMENTS

P300 21401 APC Mgr and Princ Struct Eng at DCD