



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: January 6, 2015

Subject: ADD one (1) full time Recycle Center Attendant I in the Public Works Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21582 to ADD one (1) full time Recycle Center Attendant I (GPWE) (represented) position at salary plan and grade QS5 0984 (\$2,862-\$3,156) in the Public Works Department.

FISCAL IMPACT:

This action would result in a cost to the Department of approximately \$5,550.00 per month or \$66,600.00 annually, which will be covered by 100% chargeouts. The anticipated cost for fiscal year 2014/2015 is \$33,300.00 if this action is effective January 1, 2015. Pension costs are estimated to be \$25,000 annually.

BACKGROUND:

After a thorough evaluation of the Materials Management Division of Public Works, it has been determined that an additional Recycle Center Attendant I is needed to accommodate the workload of the division. Currently, there are six Recycle Center Attendant I positions in the Materials Management Division of Public Works. Five are assigned to the Recycle

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/06/2015** ☒ 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: January 6, 2015

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

By: Chris Heck, Deputy

Contact: Kelli Zenn,
925-313-2108

cc: James Hicks

Center and are responsible for the pickup and recycling of all paper and cardboard materials and the shredding of all

BACKGROUND: (CONT'D)

paper documents for the entire County. Only one Recycle Center Attendant is assigned to Surplus, and they are responsible for the pickup, delivery, selling and recycling of all surplus items for the entire County. Presently, there are only two employees in Surplus, the Recycle Center Attendant and the Lead Materials Technician. Previously, the Lead Materials Technician was only assigned to Surplus and had more time to perform a lot of the day-to-day functions in Surplus. However, the Lead Resources Center Attendant, who oversaw all activities in Recycle, retired effective May 31, 2014, leaving the Lead Materials Technician to oversee the employees and activities in both Recycle and Surplus, requiring the Recycle Center Attendant in Surplus to perform more duties. Additionally, if any of the Recycle Center Attendants in Recycle are absent, the Recycle Center Attendant from Surplus has to cover the open Recycle Routes, leaving Surplus without any coverage. Therefore, an additional Recycle Center Attendant I is needed to assist with the workload in Surplus and also provide coverage to Surplus when other Recycle Center Attendants are absent.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not carried out, the Materials Management Division of the Public Works Department will not have appropriate staffing levels to complete all necessary work and provide exemplary service to customer departments.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21582