



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: March 10, 2015

Subject: Add one Personnel Technician and 2 Clerk Senior level positions in Personnel Unit at EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21612 to add one (1) Personnel Technician (AP7B) (unrepresented) position at salary plan and grade B85 1308 (\$3,947 - \$4,798) and two (2) Clerk Senior Level (JWXC) (represented) positions at salary plan and grade 3RX 1033 (\$2,997 - \$3,827) in the Employment and Human Services Department for the Personnel Division.

FISCAL IMPACT:

Upon approval of this position the total annual cost for salaries and benefits will increase by \$226,834. Net County cost will increase by \$22,683. Total annual pension cost is \$81,274. This position will be funded 45% Federal revenue, 45% State revenue, and 10% Net County Cost.

BACKGROUND:

Over the past two years, the Department has seen significant growth in departmental program staff. The staffing in the Personnel Division has not increased to meet the operational demands of department

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/10/2015** ☒ 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

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: March 10, 2015

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

By: June McHuen, Deputy

Contact: Anne Crisp (925)
313-1527

BACKGROUND: (CONT'D)

and the increase in personnel responsibilities resulting from legislative mandates and government policies and procedures. During the FY 2014/15 budget process the Personnel Division was approved to add 1 Personnel Technician and 2 Clerk Senior Level positions to assist the Personnel Analysts in preparation and processing of personnel documents, updating of department and human resource systems, review of applications, FMLA and medical leave of absence correspondence and logs and technical and clerical duties as assigned.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Personnel Division will not have the staff necessary to meet the increasing human resource needs of the Department.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P-300 #21612