



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: March 31, 2015

Subject: Cancel one Clerical Supervisor and add one Account Clerk-Experienced Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21630 to cancel one (1) vacant Clerical Supervisor (JWHF) (represented) position number 5851 at salary plan and grade K6X 1290 (\$3,866 - \$4,937) and add one (1) Account Clerk Experienced Level (JDVC) position (represented) at salary plan and grade 3RH 0755 (\$2,980 - \$3,695) in the Clerk-Recorder Department, Elections Division.

FISCAL IMPACT:

These actions will result in a cost savings of \$3,985 for the remainder of fiscal year 2014-15 and annual salary and benefit savings of \$15,938 in fiscal year 2015-16 and beyond.

BACKGROUND:

The accounting, bookkeeping, and accounts payable functions of the Clerk-Recorder Division have evolved over time to be handled by two Clerk-Senior Level staff, each performing some accounting-related functions, as well as Clerk-Recorder functions. A long-time employee that handled the day to day bookkeeping and accounting functions recently retired. This provided an opportunity to evaluate the process for potential

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/31/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor

Mary N. Piepho, District III
Supervisor

Karen Mitchoff, District IV
Supervisor

ABSENT: John Gioia, District I 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: March 31, 2015

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

By: Chris Heck, Deputy

Contact: Barbara Dunmore (925)
335-7919

efficiencies and cost savings. It was determined that the financial responsibilities divided among the two Clerk-Senior Level staff could be merged and more appropriately assigned to a classification specifically designed to perform such functions. The remaining Senior Level Clerk's functions will be realigned to support the overall Clerk-Recorder specific functions.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendation, the bookkeeping and accounting functions will remain assigned to clerical classifications, as opposed to a classification with appropriate knowledge and skills specific to these functions.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 21630 Add Acct Clk Exp and Cancel Clk Supv - Clerk Recorder