



Contra
Costa
County

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: March 15, 2016

Subject: Establish the Principal Environmental Analyst Classification

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21674 to establish the class of Principal Environmental Analyst (5RHA) (represented) at salary plan and grade ZA2-1990 (\$8,465-\$9,344); and reclassify one Environmental Analyst III (5RTA) (represented) position number 1739 at salary plan and grade ZA5 1695 (\$5,961-\$7,246) and its incumbent to Principal Environmental Analyst (5RHA) (represented) in the Public Works Department.

FISCAL IMPACT:

If approved, this action will result in an annual cost of \$20,352 (\$4,776 due to pension) and will be covered by road, flood control and special revenue funds.

BACKGROUND:

In 2012, the Public Works Department created the Environmental Services Division which took over all aspects of the Environmental Policy planning from the Engineering Services Division. Since then, the incumbent in the class of Environmental Analyst III has assumed many of the specialized duties and responsibilities previously performed by the Supervising

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/15/2016** ☒ 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: March 15, 2016

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

By: Chris Heck, Deputy

Contact: Kelli Zen
925.313.2108

Civil Engineer of the Engineering Services Division. Thus, after thorough evaluation of the incumbents Position Description Questionnaire (PDQ), it has been determined that the incumbent performs duties that are more appropriately categorized by the new classification of Principal Environmental Analyst. The Principal Environmental Analyst is a single first level supervisory classification and key leadership position in the

BACKGROUND: (CONT'D)

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Environmental Services Division in Public Works. This position reports directly to a Deputy Public Works Director. Primary duties of this classification include the management, administration, supervision, direction and coordination of the Environmental Services programs in compliance with local, state and federal laws and regulatory guidelines. In addition, this classification is also responsible for planning, developing and maintaining public works infrastructure and negotiating multi-year programmatic permits with regulatory agency stakeholders. Customarily and regularly directs and supervises Environmental Analysts and contractors in the Environmental Services Division. This Supervisor has the authority and given particular weight when providing suggestions and recommendations on interviewing/selecting, hiring, firing, disciplining, promoting, training, appraising and recommending other changes on subordinate's status. After reviewing the job tasks and the development of a job analysis, the preponderance of duties have been found to fall within the new classification of Principal Environmental Analyst. Thus, in the effort to properly classify and compensate the current Environment Analyst III incumbent, this personnel action is requesting to establish the Principal Environmental Analyst classification and reclassify current incumbent and its position.

In accordance with Section 14.4.E - Promotion via Reclassification Without Examination of the MOU between the County and IFPTE, Local 21, the Union agrees with the action.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not carried out, the incumbent will not be assigned specialized tasks, which will impede the daily functions of the County.

ATTACHMENTS

P300 21674