



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: November 3, 2015

Subject: ADD one full-time Lead Gardener and CANCEL one full-time Grounds Maintenance Supervisor in the Public Works Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21738 to add one (1) Lead Gardener (GPTA) (represented) position at salary plan and grade QS5 1461 (\$4,729-\$5,213) and cancel one (1) Grounds Maintenance Supervisor (GPHH) (represented) vacant position No. 11197 at salary plan and grade ZA5 1458 (\$4,714-\$5,731) in the Public Works Department.

FISCAL IMPACT:

These actions would result in a cost savings to the Department of \$854.75 per month or \$10,257 annually. Pension cost savings are estimated to be \$3,000.

BACKGROUND:

After a thorough evaluation of the Facilities Maintenance Division-Grounds section in the Public Works Department, it has been determined that an additional Lead Gardener is needed to accommodate the workload of the division. Currently, the entire County is split

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/03/2015** ☒ 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: November 3, 2015

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

By: Chris Heck, Deputy

Contact: Kelli Zenn,
925-313-2108

into five

BACKGROUND: (CONT'D)

designated routes for grounds maintenance and landscaping. Each route has a number of employees to cover the locations assigned to each route, including a Lead Gardener who is responsible for providing direction to other employees, meeting with Building Wardens to determine work priorities, assigning said priorities to employees, and inspecting the work done at each location. Additionally, Lead Gardeners are working leads, which requires them to perform work alongside the Gardeners at the locations on the route. Currently, with only four Lead Gardeners, two of the routes are covered by one Lead Gardener who is responsible for two routes while also providing direction to other staff members. It has been noted that such arrangement may lead to substandard service for customer departments and work backlog along one or both of the routes. Adding another Lead Gardener would allow each route to have its own Lead Gardener who can provide support to staff and higher level of service to customers.

CONSEQUENCE OF NEGATIVE ACTION:

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

ATTACHMENTS

P300 No. 21738