



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: December 8, 2015

Subject: ADD (1) Senior Buyer Position and CANCEL (1) Buyer II position in the Public Works Department.

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### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21777 to add one (1) full-time Senior Buyer (STTB) (represented) position at salary plan and grade ZB5 1631 (\$5,595 - \$6,801) and cancel one (1) full-time Buyer II (STTA) (represented) vacant position No. 14794 at salary plan and grade ZB5 1525 (\$5,038 - \$6,124) in the Public Works Department.

### **FISCAL IMPACT:**

It is expected that in Fiscal Year 2015/16, there will be an initial cost of \$7,640 as the department anticipates filling this position in December 2015. The pension cost is estimated to be \$3,000. (100% General Fund)

### **BACKGROUND:**

Historically, the Purchasing Division of the Public Works Department has had five Buyer I/II positions, one Senior Buyer, and a Purchasing Manager. In, or around 2012, due to retirements and budgetary reductions the number of purchasing staff was reduced to three Buyers. As a result, the Purchasing Manager is currently performing duties previously assigned to subordinate staff. However, with the new purchasing software

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/08/2015** ☒ 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: December 8, 2015

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

By: June McHiuen, Deputy

Contact: Kelli Zenn, (925)  
313-2108



### BACKGROUND: (CONT'D)

system and ongoing Purchasing Manager responsibilities, the department has determined that a Senior Buyer is needed to assist the Purchasing Manager with higher level activities. These duties will include, but will not be limited to, providing purchasing portal support to vendors and county departments; providing purchasing portal training to department users; procurement card administration; lease purchase finance program facilitation for departments; approving purchase orders; and approving contracts.

By adding a Senior Buyer position, the Public Works Department will be able to provide much better customer service and support to customer departments. Additionally, the Purchasing Manager will have an opportunity to focus on improving purchasing processes and programs.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, customer departments that utilize the Purchasing Division will continue to experience delays in procuring necessary goods and services.

### ATTACHMENTS

P300 No. 21777