



Contra
Costa
County

To: Board of Supervisors
From: Sharon Offord Hymes, Risk Manager
Date: February 2, 2016

Subject: Reclassify one (1) Clerk-Senior Level position and its incumbent to Information Systems Specialist I

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21819 to reclassify one (1) Clerk-Senior Level (JWXC) (represented) position #10271 at salary plan and grade 3RX 1033 (\$3087.45 - \$3942.80) and incumbent to Information Systems Specialist I (LTWA) (represented) at salary plan and grade QS5 1244 (\$3814.67 - \$4636.75) in Risk Management.

FISCAL IMPACT:

The action will result in an annual cost of \$11,916 of which \$2,796 is due to pension costs.

BACKGROUND:

A clerk-senior level has been providing technical support to the Loss Control/Training Unit staff with the e-Learning application and troubleshooting errors with the e-Learning platform as well as providing technical support to the Loss Control/Training Unit and the Administrative Unit in Risk Management. The clerk is the only support staff in the Loss Control/Training Unit and since May 2013 has been performing the additional duties.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, employee will be performing higher level duties without appropriate

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/02/2016** ☒ 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: February 2, 2016

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

Contact: Sharon Hymes-Offord
925.335.1450

By: Chris Heck, Deputy

cc:

classification and compensation.

ATTACHMENTS

P300 21819