



Contra
Costa
County

To: Board of Supervisors
From: Philip F. Kader, County Probation Officer
Date: January 5, 2016

Subject: Add One Accounting Technician Position and Cancel One Account Clerk Advanced

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21801 to add one (1) Accounting Technician (JD7A) (represented) position at salary plan and grade 3RX 1236 (\$3,774 - \$4,820) and cancel one (1) Account Clerk Advanced (JD7D) (represented) position #14147 at salary plan and grade 3RX 1133 (\$3,408 - \$4,353) in the Probation Department.

FISCAL IMPACT:

Upon approval, this personnel action will have an annual cost of approximately \$8,292 of which \$2,076 is attributable to pension costs. The additional cost will be covered by fees recovered from the Probation Collection Unit.

BACKGROUND:

On September 1, 2015, after the closure of the Office of Revenue Collection, the Probation Department created its own internal collection unit to collect Public Defender fees, Juvenile Institution fees and electronic ankle monitoring fees. At that time, the Probation Collections Unit (PCU) inherited uncollected debts dating back to 1995 (15 years). As a result of increased scrutiny from the Auditor-Controller's Office, the Probation Department has been working to resolve the issue of outstanding uncollected debts. Unlike when the Office of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/05/2016** ☒ 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: January 5, 2016

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

Contact: Danielle Fokkema,
(925) 313-4195

By: Chris Heck, Deputy

Revenue Collections was in existence, there is no manager assigned to PCU alone. As a result, PCU staff are expected to work independently. After reviewing the job classifications in the accounting series, it's become clear that this position should be an Accounting Technician position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Probation Collections Unit will not have staff to adequately address the concerns of the Auditor-Controller's Office.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

Position Adjustment Resolution No. 21801