



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: April 26, 2016

Subject: Reclassify Administrative Services Assistant III and its incumbent to Sheriff's Director of Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21851 to reclassify one (1) Administrative Services Assistant III (APTA) (represented) position #12370 at salary plan and grade ZB5 1631 (\$5,595-\$6,801) and its incumbent to a Sheriff's Director of Support Services (6AFE) (represented) at salary plan and grade ZA5 1784 (\$6,511- \$7,914); cancel one (1) Sheriff's Director of Support Services (6AFE) (represented) vacant position # 2906 at salary plan and grade ZA5 1784 (\$6,511- \$7,914) and add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$5,595-\$6, 801) in the Office of the Sheriff.

FISCAL IMPACT:

Cost neutral

BACKGROUND:

Over the past three years, the Office of the Sheriff's Personnel and Finance units underwent a reorganization to streamline operations and provide a more comprehensive staffing model to meet the needs of the Office. A significant change in the reorganization was the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/26/2016** ☒ 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: April 26, 2016

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

By: Chris Heck, Deputy

Contact: Marcie Clark
925-335-1545

cc: MJ Robb

combining of the Contracts Unit and the Payroll Units.

BACKGROUND: (CONT'D)

This request to upgrade the position is justified due to the increase in responsibility, management duties, and the addition of supervisory of five (5) subordinate staff members. Currently Sheriff's Office administration has a vacant Director of Support Services position which will be canceled. An Administrative Services Assistant III position will be added to fill the resulting Grant unit vacancy.

Fiscal Impact: Zero Net County Cost due to change in the organizational structure.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the request would impede the organization structure of the Office of the Sheriff's Personnel and Finance units. This could result in inaccurate payroll processing that would impact every employee within the Office of the Sheriff. This could also disrupt the Contract process with our outside vendors.

CHILDREN'S IMPACT STATEMENT:

No Impact

ATTACHMENTS

P300 No. 21851