



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: February 2, 2016

Subject: Add one Secretary-Advanced Level position and cancel one vacant Clerk-Senior Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21820 to add one (1) Secretary-Advanced Level (J3TG) position (\$3,627-\$4,643) and cancel vacant Clerk-Senior Level (JWXC) position #7174 (\$3,087-\$3,942) in the Hazardous Materials Division of the Health Services Department. (Both represented classes)

FISCAL IMPACT:

Upon approval, the costs associated with this action will be approximately \$12,353 annually with benefits, including \$2,983 in pension costs. Costs will be 100% funded by Hazardous Materials Fee Revenues.

BACKGROUND:

The passage of Assembly Bill 2286 in 2008 required electronic reporting of all hazardous materials data to the local agency. With the implementation of this bill, the amount of paperwork processing and data entry has decreased significantly. The Hazardous Materials Division now has a greater need for administrative support and duties that are consistent with the classification of Secretary-Advanced Level. These duties include (but are not

☒ 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

By: Chris Heck, Deputy

Contact: Kristen Cunningham,
957-5267

cc:

limited to): drafting and editing correspondences, preparing reports and meeting notes, as well as prioritizing and maintaining appointment calendars for division managers.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Hazardous Materials division will not have the appropriate administrative personnel to staff its operations.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21820 HSD