



**Contra  
Costa  
County**

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: November 8, 2016

Subject: Reclassify Two Engineering Records Technicians to Engineering Records Technician Specialists

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21854 to reclassify two (2) Engineering Records Technician (NPSA) (represented) positions, Nos. 01507 and 10807, at salary plan and grade KLX 1197 (\$3,867- \$4,818) and the incumbents to Engineering Record Technician Specialist (NSSA) (represented) at salary plan and grade KL5 1355 (\$4,534 - \$5,511) in the Public Works Department.

**FISCAL IMPACT:**

This action will result in a cost to the Department of approximately \$934.00 per month or \$11,208 annually (including \$3,362 in pension costs), which will be covered by various special revenue funds. The General Fund is not impacted by this action.

**BACKGROUND:**

Formerly, the Public Works Engineering Records Unit operated with four (4) employees, including a Supervisor and a Senior Technician. However, after the Engineering Records

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/08/2016** ☒ 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: November 8, 2016

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

By: June McHuen, Deputy

Contact: Kelli Zenn, (925)  
313-2108

cc: Kelli Zenn

Technician Supervisor's retirement and the Senior Engineering Records Technician position canceled, the Engineering Record Technicians assumed some of the job duties performed by the Supervisor and by the Senior Engineering Records Technician. Currently, the two (2) Engineering Record Technicians assign county road numbers, conduct road mileage checks, complete road history reports, coordinate the department's on-site and off-site records storage, service the public with copies of maps to find property lines, road and drainage easements and determine map's coordinates, indexes and files. In addition, both Engineering Record Technicians are essential in the development and the daily management of Public Works Department's web portal servicing customer's requesting and reviewing engineering records electronically. They are the Department's Laser-fiche document management system experts and are responsible for training staff on the Laser-fiche system. After reviewing the full scope of the duties and responsibilities of the Engineering Record Technician incumbents, over 50% of the duties and responsibilities were found within the former Engineering Record Technician Specialist classification. Thus, in an effort to properly classify and compensate the Engineering Records Technician incumbents, this personnel action is requesting to reclassify the two current Engineering Records Technician positions and its incumbents to Engineering Record Technician Specialists.

In accordance with Section 22.4 –



BACKGROUND: (CONT'D)

Promotion via Reclassification Without Examination, of the MOU between the County and AFSCME, Local 512, the Union agrees with the action.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not carried out, the Engineering Records Technicians will not be properly compensated for the work they are performing.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 21854