



**Contra
Costa
County**

To: Board of Supervisors
From: Robert Campbell, Auditor-Controller
Date: March 8, 2016

Subject: Reclassify one Account Clerk Advanced Level position and its incumbent to Accounting Technician

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21835 to reclassify one (1) Account Clerk Advanced Level (JD7D) (represented) position #166 at salary plan and grade 3RX 1133 (\$3,408-\$4,353) and its incumbent to Accounting Technician (JD7A) (represented) at salary plan and grade 3RX 1236 (\$3,774-\$4,820) in the Office of the Auditor-Controller.

FISCAL IMPACT:

This action will result in an annual cost of \$5,900 of which \$1,453 is due to pension costs.

BACKGROUND:

The incumbent is assigned to the General Accounting division of the Office of the Auditor-Controller and has been performing duties that are typically assigned to an Accounting Technician. The incumbent completed a Position Description Questionnaire (PDQ) that the Human Resources department reviewed and confirmed.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the assigned duties will have to be reassigned alternate staff with full work-loads.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/08/2016** ☒ 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: March 8, 2016

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

By: Chris Heck, Deputy

Contact: Elizabeth Verigin (925)
646-2185

ATTACHMENTS

AIR 24827 P300 21835

Reclassify