



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: May 10, 2016

Subject: MODIFYING, ADDING AND ABOLISHING POSITIONS IN CERTAIN COUNTY DEPARTMENTS

RECOMMENDATION(S):

1. ACKNOWLEDGE that on April 19, 2016, the Board of Supervisors directed the County Administrator to prepare for consideration by the Board of Supervisors on May 10, 2016, a position modification resolution necessary to carry out the Board's actions on the Recommended Budget;
2. ACKNOWLEDGE that on May 10, 2016, the Board of Supervisors will consider approving the FY 2016-17 Recommended Budget actions requiring the modification, addition and deletion of certain positions in affected departments;
3. ADOPT Resolution No. 2016/134, authorizing the modification, addition and deletion of certain positions in affected departments; and
4. ACKNOWLEDGE that the positions being eliminated are vacant and that no employee lay-offs will occur due to this action.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/10/2016** ☒ 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: May 10, 2016

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

Contact: Lisa Driscoll, County Finance
Director (925) 335-1023

By: June McHuen, Deputy

FISCAL IMPACT:

The fiscal impact is described in the Fiscal Year 2016-17 Recommended Budget.

BACKGROUND:

On April 19, 2016, the Board held Budget Hearings required prior to adopting the FY 2016-17 Recommended Budget. At the conclusion of the hearings, the Board directed the County Administrator to return with a Resolution ordering the addition and deletion of positions and classifications necessary to effectuate the FY 2016-17 Recommended Budget actions. The attached Position Adjustment Resolution (No. 2016/134) incorporates those changes directed by the Board as part of the FY 2016-17 Recommended Budget. The Resolution adds and/or eliminates positions and classifications in the following departments: Risk Management, Clerk-Recorder, County Counsel, District Attorney, Employment and Human Services, Public Defender, Public Works, Sheriff-Coroner, Treasurer-Tax Collector, Veterans' Services, and Contra Costa County Fire Protection District.

Risk Management

Attachment A adds an ADA Coordinator position to coordinate the Americans with Disabilities Act (ADA) program for the County. These duties were previously performed by a contractor.

Clerk Recorder

Attachment B add two Clerk-Recorder Services Supervisor positions. Additionally, Attachment B lists three positions that are being eliminated, two Clerk-Senior Level positions will be deleted and one Clerk-Recorder Service Specialist will be deleted. This will allow the department to correct the span of control issues within the Recorder Division.

County Counsel

Attachment C reclassifies a management position in the County Counsel's department.

District Attorney

Attachment D adds a Departmental Community and Media Relations Coordinator position and deletes a Crime Scene Investigator. Additionally, on the April 19th consent agenda, the District Attorney added six positions to begin prior to July 1: four Clerk-Experienced Level and one Clerk-Specialist Level positions to assist with general administration and one Clerk-Experienced Level position to provide support to the AB 109 program.

Employment and Human Services

Attachment E deletes 50 vacant unfunded positions. Trading one Community Services Personnel Administrator for a Social Services Staff Development Specialist in order to develop and provide induction and continuing training to staff in the Aging and Adult Services Bureau.

Human Resources

Attachment F adds an Accounting Technician to the Employee Benefits unit to support administration.

Public Defender

Attachment G adds one half-time Deputy Public Defender IV position and two full-time Legal Assistant positions in the Public Defender's Office to support the Failure to Appear Reduction Project and to enable the expansion of the Clean Slate Program to encompass Proposition 47 services. These positions are entirely funded by State Public Safety Realignment revenue (AB 109).

Public Works

Attachment H adds an additional Steamfitter to the Martinez Detention Facility; an Electronic Systems Specialist for Fire/Life safety duties in County facilities; a Lead Materials Technician to oversee inventory for Fleet, Facilitates, and Recycle/Surplus; two Electricians for traffic signal/street light maintenance and general work orders; a Network Analyst II for general administration; an Equipment Mechanic to address workload in Fleet; and an Administrative Services Assistant II, Clerk-Senior Level, and Engineer-Entry Level to the Flood Control Division. The additional positions will allow the Department to better manage anticipated workflow in fiscal year 2016-17.

Attachment H also lists two vacant positions that are being eliminated. There is no expectation of funding these position in the immediate future.

Sheriff-Coroner

Attachment I adds 15 Deputy Sheriff-Recruit positions in the Sheriff's Office to help facilitate position management while Academy classes are underway. This is an increase to authorized position count only, no additional funding was recommended.

Treasurer-Tax Collector

Attachment J adds an Executive Secretary Position and an Assistant County Tax Collector position to support general operations of the department.

Veterans' Services

Attachment K adds one full-time Clerk-Experienced Level position in the Veterans Service Department to support the office with the additional influx of demand for Veterans services, which is mainly a result of AB935 (Driver's Licenses: Veteran Designation), which was implemented in November of 2015.

Contra Costa County Fire Protection District

Attachment L adds an Assistant Fire Chief to oversee EMS operations, an Account Clerk to assist with payroll, six Fire Captains, three Fire Engineers, and three Firefighter-Paramedic positions for enhanced fire suppression throughout the County.

No lay-offs are anticipated by these actions. Further, additional positions in various

departments will continue to be held vacant (but not eliminated at this time) in order to achieve prescribed cost savings through normal and managed attrition to the greatest extent possible.

CONSEQUENCE OF NEGATIVE ACTION:

Potential delay in modification, addition and deletion of targeted positions, which may impact service delivery.

ATTACHMENTS

Resolution No. 2016/134

Attachments A-L