



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 21, 2017

Subject: Establish the Classification of Sheriff's Chief of Management Services - Exempt, allocate to salary schedule

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22029 to establish the classification of Sheriff Chief of Management Services-Exempt (APD2) (unrepresented) and allocate to the salary schedule at salary plan and grade B85 2057(\$8,867-\$10,779) in the Sheriff's Office - Administrative Services Division.

FISCAL IMPACT:

\$15,942 annually, of which \$3,684 is attributable to employer pension costs. 100% General Fund.

BACKGROUND:

Upon review of the duties performed by the Sheriff's Chief of Management Services, it was determined that the responsibilities of the position and incumbent have evolved over the past several years. This position oversees the Personnel and Finance divisions for the Sheriff's Office and has direct responsibility for the daily operation of departmental administration. This includes an annual, general fund budget of approximately \$226.8 million, 238 service contracts, 37 grants from a myriad of funding sources and 1,037 FTE (672 sworn and 365 civilian) and 135 per-diem employees. This position requires working

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/21/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor
Karen Mitchoff, District IV
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 21, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Robyn Hanson,
925-335-1527

closely with Federal, State and local funding

BACKGROUND: (CONT'D)

agencies, other law enforcement agencies, community agencies, as well as internal business partners such as County Counsel, Labor Relations, Human Resources, Auditor-Controller and the Treasurer-Tax Collector.

Today's action creates a new classification at an increased salary range and anticipates exempting the classification from the merit system. Also on today's agenda is the introduction of Ordinance No. 2017-04, which would effectuate the exemption of this classification from the merit system.

CONSEQUENCE OF NEGATIVE ACTION:

The new classification and salary level will not be established.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22029