



**Contra
Costa
County**

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: October 18, 2016

Subject: Add one Administrative Analyst position (represented) and cancel one Secretary-Advanced Level position in the Animal Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21910 to add one Administrative Analyst (APWA) (represented) position at salary plan and grade ZB5 1277 (\$4,099 - \$4,982) and cancel one Secretary-Advanced Level (J3TG) (represented) vacant position number 12896 at salary plan and grade 3R2 1163 (\$3,772 - \$4,828) in the Animal Services Department.

FISCAL IMPACT:

Upon approval, this action will result an additional personnel expense of \$3,139 in fiscal year 2016/17. These positions will be funded by 32% User Fees, 31% City Revenue, 37% County General Fund. The revenue to support this position will be continued in fiscal year 2017/18. This transaction will result in an additional \$1,415 pension expense.

BACKGROUND:

The Secretary-Advanced Level position within the Animal Services Department has been vacant for over 10 years. The responsibilities and needs of the Department's administration unit have significantly increased in the areas of personnel, finance and reporting, which is more technical and analytical. The Administrative Analyst position will perform the needed

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/18/2016** ☒ 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: October 18, 2016

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

By: June McHuen, Deputy

Contact: Arturo Castillo (925)
335-8308

cc: Arturo Castillo

analytical work pertaining to budget and personnel administration.

CONSEQUENCE OF NEGATIVE ACTION:

If this position is not added, the Department will not be able to meet the increased needs in the areas of personnel and budget administration. This would further cause delays in any personnel or finance reporting, as well as any subsequent actions being carried out. In addition, this would continue to impact the volume and quality of work being performed by other positions within the administrative unit, causing a disservice to the Department as a whole.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21910 ASD