



**Contra
Costa
County**

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: November 15, 2016

Subject: Cancel one (1) Clerk-Beginning Level (T) vacant position and reclassify a Clerk-Senior level position and its incumbent to Secretary Advance level

RECOMMENDATION(S):

ADOPT Personnel Adjustment Resolution No. 21976 to cancel one (1) Clerk-Beginning Level (T) (JWXA)(represented) vacant position #2919 at salary plan and grade 3R5 0743 (\$2,415-\$2,936) and reclassify Clerk-Senior level (JWXC)(represented) position #2738 and it's incumbent at salary plan and grade 3RX 1033 (\$3,210-\$4,100) to Secretary-Advanced Level (J3TG) (represented) position at salary plan and grade 3R2 1163 (\$3,772-\$4,828) in the Office of the Sheriff's Department, Custody Services Bureau - Martinez Detention Facility.

FISCAL IMPACT:

An annual cost savings of \$68,212 to the Office of the Sheriff General Fund, and \$7,745 retirement annual savings.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/15/2016** ☒ 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 15, 2016

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

By: June McHuen, Deputy

Contact: Lori Brown (925)
335-1552

cc: Robyn Hanson

The incumbent of position #2738, a Clerk Senior level, is performing duties that reflect those of the classification of Secretary Advanced Level. These duties include managing

BACKGROUND: (CONT'D)

email, phone and calendar for an Assistant Sheriff; taking and transcribing minutes for the Custody Services Bureau Managers biweekly meetings and the Bay Area Jail Managers Association quarterly meetings. Duties also include policy and procedure review, travel arrangements for staff training, and scheduling new employee orientation. These responsibilities were previously assigned to a Secretary Level employee within the Custody Services Bureau before the position was unfunded and abolished in 2011 due to budgetary reductions.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the employee will continue performing higher level duties without being properly classified and compensated.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21976