



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 13, 2016

Subject: Personnel Resolution No. 21914 Reclassifying Vacant Clerk Experienced Level Position to Labor Relations Analyst II

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21914 to reclassify as of September 1, position #103 a vacant Clerk-Senior Level (JWXC/represented) position to a Labor Relations Analyst II (ADSJ/unrepresented) position in the Labor Relations Unit of the County Administrator's Office.

FISCAL IMPACT:

The net increase in County Costs is approximately \$75,000 annually; the cost is funded within the approved budget. 100% General Fund.

BACKGROUND:

The County Administrator's Office recently completed a recruitment for additional Labor Relations staff. In order to staff the unit appropriately, the vacant Clerk-Senior level position must be converted to a Labor Relations Analyst. This action was unintentionally omitted from the Countywide position modification resolution adopted with the County Budget in May, 2016.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/13/2016** ☒ 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: September 13, 2016

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

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

By: Chris Heck, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If the action is not approved, the department will not have adequate staffing to address the needs of Countywide Labor Relations.

ATTACHMENTS

P300 No. 21914 County
Administration