



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: September 27, 2016

Subject: Add three Accounting Technician positions, cancel one Clerical Supervisor, one Account Clerk- Advanced Level, and two Account Clerk Exp. positions

**RECOMMENDATION(S):**

ADOPT Personnel Adjustment Resolution No. 21948 to add three (3) Accounting Technician (JD7A) (represented) positions at salary plan and grade 3RX 1236 (\$3,925 - \$5,013), cancel one (1) Clerical Supervisor (JWHF) (represented) vacant position number 2513 at salary plan and grade K6X 1290 (\$4,141 - \$5,288), cancel one (1) Account Clerk-Advanced Level (JD7D) (represented) vacant position number 13237 at salary plan and grade 3RX 1133 (\$3,545 - \$4,527), cancel two (2) Account Clerk-Experienced Level (JDVC) (represented) vacant position numbers 12301 and 13141 at salary plan and grade 3RH 0755 (\$3,192 - \$3,958) in the Office of the Sheriff.

**FISCAL IMPACT:**

The Office of the Sheriff will have an annual savings of \$85,471 to the department's general fund, and an annual retirement savings of \$12,239 due to the adding/canceling of the following positions. Add three Accounting Technicians (\$372,759); cancel one Clerical Supervisor (\$135,081); cancel an Account Clerk Advanced Level (\$114,965) and cancel two Account Clerk Experienced Level positions (\$208,183).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/27/2016**  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 27, 2016

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

By: June McHuen, Deputy

Contact: Marcie Clark, (925)  
335-1545

cc: Robyn Hanson

## BACKGROUND:

The Office of the Sheriff oversees the operations and accounting for three detention facilities, 37 Federal and State grants, including the State Homeland Security Grant Program (SHSGP) and Urban Area Security Initiative (UASI), contract Law Enforcement Services, Communication billings, fee for service billing and miscellaneous Law Enforcement billings.

All the grants providing funding have varying degrees of legal requirements requiring a higher level of accounting experience to assist the Sheriff's Fiscal Office in remaining compliant with the ever increasing and constricting State and Federal regulations. As the fiscal agent, the Sheriff's Fiscal Office provides policy, financial and program guidance to its divisions, contractors and sub-recipients. The purpose of the Sheriff's Fiscal Office is to ensure all grant-related expenditures are properly coded to the funding source prior to payment processing. This system enables the Sheriff's Fiscal Office to properly identify all expenditures for claim reimbursement. The fiscal responsibilities in financial grant management require budget monitoring of expenses as specified in the grant program guidelines. In addition, financial and program reports are submitted to various State and Federal agencies. The complex and specialized accounting required for Grants should be performed by the higher level Accounting Technician class.

## CONSEQUENCE OF NEGATIVE ACTION:

The department requires higher level accounting experience to assist in the Sheriff's Fiscal Unit that require varying degrees of legal requirements. If this action is not approved, grant claim and billing deadlines may not be met, resulting in the loss of substantial revenue in the General Fund; and inmate accounts may be inaccurate, resulting in possible litigation.

## CHILDREN'S IMPACT STATEMENT:

No impact.

## ATTACHMENTS

P300 No. 21948