



**Contra
Costa
County**

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

Subject: Position adjustment to reclassify Accountant III (SATA) position # 13522 and its incumbent to Supervising Accountant (SAHJ) position.

RECOMMENDATION(S):

ADOPT Personnel Adjustment Resolution No.21949 to reclassify an Accountant III (SATA) (represented) position #13522 and its incumbent at salary plan and grade ZB5 1576 (\$5,511-\$6,699) to Supervising Accountant (SAHJ)(represented) position at salary plan and grade ZA5 1703 (\$6,249-\$7,596) in the Office of the Sheriff.

FISCAL IMPACT:

Annual increase to the Office of the Sheriff General Fund is \$17,174.90. Retirement costs will increase by \$3,665.64 annually.

BACKGROUND:

Over the past three years, the Office of the Sheriff's Personnel and Finance units underwent a reorganization to streamline operations and provide a more comprehensive staffing model to meet the needs of the Office. A Supervising Accountant is needed to oversee the Accounts Payable and Billing processes within the unit. This request to upgrade the position is justified due to the increase in responsibility, and the additional supervision of seven (7)

☒ 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: Marcie Clark
925-335-1500

subordinate staff members.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request would impede the organizational structure of the Office of the Sheriff's Personnel and Finance units. This may result in inaccurate accounts payable and billing processes that would impact every division within the Office of the Sheriff.

CHILDREN'S IMPACT STATEMENT:

No Impact

ATTACHMENTS

P300 No. 21949