



**Contra
Costa
County**

To: Board of Supervisors
From: Todd Billeci, Interim County Probation Officer
Date: June 20, 2017

Subject: Reclassify one Institutional Services Worker - Lead and the incumbent to a Storekeeper position.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22000 to reclassify one (1) Institutional Services Worker - Lead (1KVF) (represented) position no. 12553 at salary plan and grade TB5 1257 (\$4,018) and the incumbent to Storekeeper (91VA) (represented) at salary plan and grade TB5 1173 (\$3,697 - \$4,494) in the Probation Department.

FISCAL IMPACT:

This action would result in a cost to the Department of approximately \$5,103 annually; \$1,131 of which is attributable to employer pension costs; 100% General Fund. The proposed increase will be offset by continued salary savings from ongoing vacancies.

BACKGROUND:

The Institutional Services Worker – Lead assigned to the Probation Department has been performing duties that are similar in duties and tasks to the Storekeeper classification. The incumbent is responsible for the inventory, ordering and receiving of materials, supplies and equipment needed to operate the county juvenile institutions and other Probation

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/20/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: June 20, 2017

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

Contact: Danielle Fokkema,
(925) 313-4195

By: Rolanda Hartfield, Deputy

Department programs. After reviewing the job tasks performed by the incumbent, the preponderance of duties have been found to fall within the Storekeeper classification.

CONSEQUENCE OF NEGATIVE ACTION:

If this reclassification is not approved, the incumbent will not be properly compensated for the work being performed.

ATTACHMENTS

AIR 27211 P300 22000 Reclassify