



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: May 23, 2017

Subject: ADD one Environmental Analyst II position and CANCEL one Planner II position in the Public Works Department.

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22041 to add one (1) Environmental Analyst II (5RVA) (represented) position at salary plan and grade ZB5 1548 (\$5,360-\$6,515), and cancel one (1) Planner II (5AVA) (represented) vacant position No. 6697 at salary plan and grade ZA5 1547 (\$5,355-\$6,509) in the Public Works Department.

### **FISCAL IMPACT:**

No fiscal impact.

### **BACKGROUND:**

In 2012, the Public Works Department formed the Environmental Services Division which took over all aspects of Environmental Policy planning from the Engineering Services Division. Prior to year 2012, one Planner II position performed environmental analyst duties. On October 1, 2016, the Planner II incumbent transferred into a vacant Environmental Analyst II position leaving vacant the Planner II position. The department determined that the work in the Environmental

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/23/2017** ☒ 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: May 23, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Kelli Zenn, (925)  
313-2108

cc: Kelli Zenn



### BACKGROUND: (CONT'D)

Services Division are duties appropriately categorized by the Environmental Analyst classification and not Planner II. Thus, in the effort to properly classify the vacant position in the division, Public Works Department request to cancel the Planner II position and add one Environmental Analyst II position so all positions in the Environmental Services Division are appropriately classified.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not carried out, any incumbent classified as a Planner II would not have the ability to promote in the flexibly staffed series of the Environmental Analyst job series.

### ATTACHMENTS

AIR 27553 P300 22041 Add and cancel