



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: February 14, 2017

Subject: Cancel one (1) vacant Sheriff's Crime Analyst position and Add one (1) Sheriff's Specialist position to the Investigations Division

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21997 to cancel one (1) Sheriff's Crime Analyst (64VA) (represented) vacant position number 11964 at salary plan and grade ZB5 1510 (\$5,162 - \$6,275) and add one (1) Sheriff's Specialist (64VE) (represented) position at salary plan and grade VN5 1285 (\$4,252 - \$5,298) in the Sheriff's Office - Investigations Division.

**FISCAL IMPACT:**

The Office of the Sheriff will have an annual cost savings of \$21,082 to the department's general fund, and an annual retirement savings of \$3,840.

**BACKGROUND:**

The Office of the Sheriff recently purchased a new crime analysis software system that will greatly improve the efficiency of the Crime Analyst Unit. The Investigations Unit currently

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2017** ☒ 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: February 14, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Lori Brown (925)  
335-1552

cc: Robyn Hanson

has one Crime Analyst vacancy and is requesting to cancel the position and add a Sheriff's

### BACKGROUND: (CONT'D)

Specialist position. There is a significant backlog of cases due to the lack of administrative support. Administrative tasks include accessing computer databases, gathering data, analyzing AP sheet information, and delivering cases to the District Attorney's Office. Consequently, Detectives are performing many of these tasks. Approving this change in position structure within the Division will permit the Sheriff's Specialist to perform the administrative duties that are currently being completed by Detectives, allowing them to spend time investigating cases.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request may result in a continued increase in case backlogs, poor use of Detectives' professional time, which affects their ability to investigate cases in a timely manner, and may impact the safety and security of the citizens of Contra Costa County.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### ATTACHMENTS

P300 No. 21997