



Contra
Costa
County

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

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

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22089 to reclassify one (1) Institutional Services Worker-Generalist (1KVD) (represented) position No. 677 at salary plan and grade TB5 0922 (\$2,884 - \$3,505) and the incumbent to a 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 \$4,628 annually; \$1,026 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-Generalist assigned to the Probation Department has been performing duties that are similar in duties and tasks to the Storekeeper classification. A desk audit of the job duties of the incumbent was performed. The incumbent is performing and is responsible for ordering, receiving, taking inventory, and distributing.

☒ 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

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 22089