



**Contra
Costa
County**

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: January 10, 2017

Subject: Cancel one (1) Sheriff's Aide position #13560, Add one (1) Sheriff's Specialist position to the Forensics Division

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22003 to cancel one (1) Sheriff's Aide (64VF) (represented) vacant position #13560 at salary plan and grade VN5 1119 (\$3,608-\$4,385) and add one (1) Sheriff's Specialist (64VE) (represented) position at salary plan and grade VN5 1285 (\$4,252-\$5,169) in the Sheriff's Office - Forensics Division.

FISCAL IMPACT:

An annual increase of \$14,296 in the Sheriff's Office, of which \$2,569 is attributable to employer pension costs.

BACKGROUND:

The Forensics Division has experienced an upward shift in job duties due to the specialized nature and requirements of their accrediting body. As Forensic Sciences continually evolve, the department requires personnel with a higher level of expertise to perform in a capacity with a wide-ranging and complex set of responsibilities. The addition of a Sheriff's Specialist will help gather and analyze data, write and maintain accurate reports, learn and interpret governmental rules and regulations pertaining to Forensic Sciences, and additional administrative duties in support of the Forensics Division.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2017** ☒ 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: January 10, 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

CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff's Aide position is no longer able to satisfy the evolving nature and requirements of the Forensics Division. Failure to approve the proposed position change will negatively impact the Forensics Division prompt and successful processing of forensic evidence, and put the Forensics Division at risk with their accrediting body

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22003