



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: August 1, 2017

Subject: ADD one Account Clerk Advanced Level position and CANCEL one Accounting Technician position in the Public Works Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22084 to add one (1) Account Clerk - Advanced Level (JD7D) (represented) full-time position at salary level 3RX 1133 (\$3,651-\$4,663): and cancel one (1) Accounting Technician (JD7A) (represented) vacant position #14052 at salary level 3RX 1236 (\$4,043-\$5,163) in the Public Works Department.

**FISCAL IMPACT:**

There is an anticipated annual cost savings of \$7,992.

**BACKGROUND:**

The Public Works Department has determined that an Accounting Technician vacant position is no longer necessary within its operations. Thus, the Department is requesting to add instead an Account Clerk - Advanced Level position for the Department's Finance Division. This position will be responsible for processing purchase orders and contracts, completing Board Orders, and for inventory control of the Facilities and Fleet Divisions.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/01/2017** ☒ 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: August 1, 2017

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

By: June McHuen, Deputy

Contact: Kelli Zenn,  
925-313-2108

cc: kelli Zenn

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Public Works Department will not have the appropriate classification to support the required work functions of the Public Works Finance Division.

ATTACHMENTS

AIR 28097 P300 22084