



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: April 25, 2017

Subject: Reallocate the salary of the Properties Trust Officer classification in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22021 to reallocate the classification of Properties Trust Officer (VAVA) (represented) on the salary schedule from salary plan and grade ZB5 1591 (\$5,593 - \$6,799) to salary plan and grade level ZB5 1591 (\$6,870 - \$8,350) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will have an annual cost of approximately \$7,677, including an estimate pension cost of \$1,854. The total cost is fully funded by budgeted General Funds.

BACKGROUND:

The Health Services Department is requesting to reallocate the classification of Properties Trust Officer. This single position classification is allocated in the Conservatorship and Guardianship Program within the Behavioral Health Division. The program provides a range of services to county residents who have been legally referred by the court or hospital, and cannot provide properly for their own needs. The primary responsibility of the position is the management of estates and properties of conservatees and/or

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/25/2017** ☒ 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: April 25, 2017

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

Contact: Dorette McCollumn
(925) 957-5240

By: Rolanda Hartfield, Deputy

cc:

BACKGROUND: (CONT'D)

arrangement for the provisions of these services through contract providers. The duties and responsibilities are highly specialized and require extensive knowledge of Lanterman-Petris-Short Act, California Probate Codes, Federal and State laws related to real estate management. Over the years, the scope of the duties has evolved to include accounting and fiscal program management as the incumbent assumed the fiduciary responsibilities for the program.

CONSEQUENCE OF NEGATIVE ACTION:

Given the increase in duties and responsibilities that is being performed in the Public Trust Officer classification, if this action is not approved, this classification will not be appropriately compensated on the salary schedule.

ATTACHMENTS

P300 No. 22021 HSD