



**Contra
Costa
County**

To: Board of Supervisors

From: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Date: January 23, 2018

Subject: Add one Personnel Services Assistant III (ARTA) position and cancel one Associate Civil Engineer (NKVC) position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22119 to add one (1) Personnel Services Assistant III (ARTA) (unrepresented) position at salary plan and grade B85 1631 (\$5,997 - \$7289) and cancel one (1) Associate Civil Engineer (NKVC) (represented) position #10733 at salary plan and grade ZA2 1770 (\$7,087 - \$9,531) in the Public Works Department.

FISCAL IMPACT:

This action will result in an estimated annual cost savings of \$45,111.

BACKGROUND:

The duties and responsibilities of the Public Works Personnel Division have grown significantly over the past four years. While the need for personnel services has grown, there has been no increase in staffing for the division. As a result, existing staff have taken on additional duties and responsibilities, and the Department's Administrative Services Officer (ASO) is performing many personnel analyst duties. In order to balance the workload of the current analysts, the Public Works Department requests to add one Personnel Services Assistant III (PSA III) position for the Personnel Division. The PSA III will assist with employee performance management, injury and illness prevention, leave

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/23/2018** ☒ 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 23, 2018

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

By: June McHuen, Deputy

Contact: Carrie Ricci, (925)
313-2235

cc: Carrie Ricci

management, employee/labor relations, and various other personnel duties. They will also assist with coordinating, organizing, conducting, delivering and evaluating training programs for Public Works Department employees, to include new employee orientation, mandatory compliance (Sexual Harassment Prevention, Diversity Awareness, Equal Employment Opportunity (EEO), Ethics, and Safety), and career development training.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Personnel Division will be unable to support the needs and requests of internal and external customers.

ATTACHMENTS

P300 22119