



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: April 25, 2017

Subject: Cancel one (1) Secretary-Journey Level and one (1) Secretary Advanced Level and add two (2) Clerk-Experienced Level positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22037 to add two (2) full-time Clerk-Experienced Level (JWXB) (represented) positions at salary plan and grade 3RH 0750 (\$2,905 - \$3,605); cancel one (1) Secretary-Journey (J3TF) (represented) vacant position No. 12361 at salary plan and grade 3R2 1018 (\$3,267 - \$4,504) and one (1) Secretary-Advanced (J3TG) vacant position No. 505 at salary plan and grade 3R2 1163 (\$3,772 - \$4,828)

FISCAL IMPACT:

Upon approval, this action will result in annual savings of approximately \$22,000, of which approximately \$4,000 represent retirement costs. There is no impact to County General Fund.

BACKGROUND:

The Department of Conservation and Development (DCD) would like to cancel two (2) vacant positions, Secretary-Journey Level and Secretary-Advanced level, and replace these positions with two (2) Clerk-Experienced Level positions to meet the operational needs of

☒ 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

By: Rolanda Hartfield, Deputy

Contact: Victoria Mejia, (925)
674-7726

cc: Victoria Mejia

the Department. Due to recent staffing reassignments and to meet additional workload in public records research and other areas of the Building Inspection division, DCD would like to fill our current support staff vacancies with the Clerk-Experienced Level. The department historically used the clerical series for these assignments and would like to continue to do so. Thus, DCD proposes cancelling two (2) vacant Secretary positions and replacing these with two (2) Clerk positions. This action will result in a net annual savings of approximately \$22,000.

CONSEQUENCE OF NEGATIVE ACTION:

If the action is not approved, the Department will not have appropriate classifications to perform the necessary clerical duties, resulting in work backlog and poor customer service to clients.

CHILDREN'S IMPACT STATEMENT:

None

ATTACHMENTS

P300 22037 - ADD/CANCEL CLERICAL POSITIONS IN DCD