



Contra
Costa
County

To: Board of Supervisors
From: Sharon Offord Hymes, Risk Manager
Date: June 20, 2017

Subject: Add One (1) Clerk-Senior Level and Cancel One (1) Information Systems Specialist I

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22042 to add one (1) Clerk-Senior Level (JWXC) (represented) at salary plan and grade 3RX 1033 (\$3,210 - \$4,100) and cancel one (1) Information Systems Specialist I (LTWA) (represented) position #16165 at salary plan and grade TB5 1244 (\$3,967 - \$4,822) in the County Administrator's Office, Risk Management.

FISCAL IMPACT:

The action will result in annual cost savings.

BACKGROUND:

The Department already has one filled Information Systems Specialist I and additional temporary staff have been providing clerical support to the Loss Control and Training

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/20/2017** ☒ 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: June 20, 2017

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

Contact: Sharon Hymes-Offord
(925) 335-1400

By: Rolanda Hartfield, Deputy

BACKGROUND: (CONT'D)

units. By canceling the vacant, funded Information Systems Specialist I position and adding one Clerk-Senior Level position, it will reduce the dependency on temporary staff for needed clerical support in the Risk Management department.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, Risk Management will continue to have a dependency on temporary staffing to fulfill clerical tasks.

ATTACHMENTS

AIR 28999 P300 22042 Add and Cancel