



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 9, 2017

Subject: MODIFYING, ADDING AND ABOLISHING POSITIONS IN CERTAIN COUNTY DEPARTMENTS

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### **RECOMMENDATION(S):**

The Contra Costa County Board of Supervisors is acting in its capacity as the governing board of the County of Contra Costa and the Board of Directors of the Contra Costa County Fire Protection District.

1. ACKNOWLEDGE that on April 18, 2017, the Board of Supervisors directed the County Administrator to prepare for consideration by the Board of Supervisors on May 9, 2017, a position modification resolution necessary to carry out the Board's actions on the Recommended Budget;
2. ACKNOWLEDGE that on May 9, 2017, the Board of Supervisors will consider approving the FY 2017-18 Recommended Budget actions requiring the modification, addition and deletion of certain positions in affected departments;
3. ADOPT Resolution No. 2017/117, authorizing the modification, addition and deletion of certain positions in affected departments; and
4. ACKNOWLEDGE that the positions being eliminated in the Probation Collections Unit are filled and that lay-offs are likely to occur due to this action.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **05/09/2017** ☒ 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: May 9, 2017

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

Contact: Lisa Driscoll, County  
Finance Director (925) 335-1023

By: June McHuen, Deputy

cc: Dianne Dinsmore, Human Resources Director

## FISCAL IMPACT:

The fiscal impact is described in the Fiscal Year 2017-18 Recommended Budget (<http://www.contracosta.ca.gov/DocumentCenter/View/45407>).

## BACKGROUND:

On April 18, 2017, the Board held Budget Hearings required prior to adopting the FY 2017-18 Recommended Budget. At the conclusion of the hearings, the Board directed the County Administrator to return with a Resolution ordering the addition and deletion of positions and classifications necessary to effectuate the FY 2017-18 Recommended Budget actions. The attached Position Adjustment Resolution (No. 2017/117) incorporates those changes directed by the Board as part of the FY 2017-18 Recommended Budget. The Resolution adds and/or eliminates positions and classifications in the following departments: Auditor-Controller, Clerk of the Board, County Administration, Employment and Human Services, Human Resources, Probation, Public Defender, Public Works, Risk Management, Sheriff- Coroner, and Contra Costa County Fire Protection District departments.

### **Auditor-Controller**

Attachment A adds two (2) System Accountant II positions . These positions are critical to the replacement of the Department's Finance system.

### **Clerk of the Board**

Attachment B deletes one (1) vacant Agenda Secretary position. The position has been vacant for some time.

### **County Administration**

Attachment C moves a Senior Management Analyst from the administration into the new Office of Reentry and Justice and reclassifies an Administrative Aide to Secretary-Advanced Level.

### **Employment and Human Services**

Attachment D deletes 76 vacant unfunded positions, decrease the hours of one (1) full-time position to 0.4 FTE, and adds 10 positions in Adult Program Services.

### **Human Resources**

Attachment E adds one (1) HR Systems Specialist, one (1) Employee Benefits Analyst, and one (1) Benefits System Administrator position to support benefit administration.

### **Probation**

Attachment F adds five (5) Juvenile Institution Officers to the Orin Allen Youth Rehabilitation Facility and nine (9) Juvenile Institution Officers to Juvenile Hall to comply with the Federal Prison Rape Elimination Act (PREA) guidelines, and deletes four (4) positions in the Probation Collections Unit. Lay-offs are expected due to the elimination of the Probation Collections Unit.

## **Public Defender**

Attachment G adds one (1) Deputy Public Defender II position for the Clean Slate and Arraignment Court Early Representation (ACER) programs, which will be funded by AB 109 revenue. In addition, three (3) Deputy Public Defender II positions will be added to process felony caseloads.

## **Public Works**

Attachment H reflects a net increase of 20 positions to Public Works. Building Maintenance will increase by 14 positions, including Stationary Engineers, Electricians, Steamfitters, Painters, Groundskeepers, Carpenters, Electronic Systems Specialists, and Capital Facilities Project Managers. All are needed to address the increasing needs of County facilities, specifically the Joint Commission requirements of Health Services facilities. Several of these positions will be assigned to specific facilities. Fleet Services will add one (1) Supervisor and two (2) Equipment Mechanics to better manage workload and daily operations. Print and Mail will add one (1) Duplicating Machine Operator position to provide technical and logistical support that is currently being provided by temporary staff. Public Works Administration will add: one (1) Community & Media Relations Coordinator to function as the primary media contact and participate on the emergency public information team; one (1) Community & Media Relations Specialist to work specifically with Flood Control, one (1) Network Technician II to support increasing network and IT needs; and one (1) Experienced Level Clerk to support the Capital Projects division. Administration will eliminate two (2) vacant positions to offset some of the additional direct service costs. The Airport will add one (1) Assistant Director and cancel one (1) Operations Manager to better manage workloads and responsibilities at the Airport.

## **Risk Management**

Attachment I adds one (1) Assistant Risk Manager-Training to the division to coordinate and provide in-house training.

## **Sheriff-Coroner**

Attachment J adds thirteen (13) Deputy Sheriff positions in the Custody Services Bureau; eleven (11) in the Martinez Detention Facility and two (2) in the West County Detention Facility. The new positions will assist with the classification process and provision of health care services to inmates within each facility. In addition, fifteen (15) unfunded Deputy Sheriff-Recruit positions will be transferred from the Sheriff's Office General Fund operating budget to the Law Enforcement Training Center (LETC) Enterprise Fund.

## **Contra Costa County Fire Protection District**

Attachment K adds one (1) Departmental Community and Media Relations Coordinator position to serve as the District's public information officer and one (1) Storekeeper position to assist with maintenance of District facilities. In addition, three (3) Fire Dispatcher positions will be added to the EMS Transport Fund to assist with the influx of EMS calls received in dispatch center. Three (3) additional Fire Dispatcher positions and

one (1) Assistant Fire Chief position will be transferred from the District's operating budget to the EMS Transport fund in recognition of the EMS workload assumed through the EMS ambulance contract between the District and the County.

Three lay-offs are anticipated by these actions. Further, additional positions in various departments will continue to be held vacant (but not eliminated at this time) in order to achieve prescribed cost savings through normal and managed attrition to the greatest extent possible.

CONSEQUENCE OF NEGATIVE ACTION:

Potential delay in modification, addition and deletion of targeted positions, which may impact service delivery.

ATTACHMENTS

Resolution No. 2017/117

Attachments A-K