



**Contra
Costa
County**

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: May 23, 2017

Subject: Add one (1) Administrative Analyst (APWA) position and cancel one (1) Clerk-Specialist (JWXD) position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22055 to add one (1) Administrative Analyst (APWA) (represented) position at salary plan and grade ZB5 1277 (\$4,099 - \$4,982) and cancel one (1) Clerk-Specialist Level (JWXD) (represented) vacant position #5957 at salary plan and grade 3RX 1156 (\$3,627 - \$4,632) in the Animal Services Department.

FISCAL IMPACT:

Upon approval, the approximate cost of this action will be \$1,193 for fiscal year 2016/17. This position will include an additional annual expense of \$7,157. This position will be funded by 32% User Fees, 31% City Revenue, 37% County General Fund. The revenue to support this position will be continued in Fiscal year 2017/18.

BACKGROUND:

The Animal Services Department has encountered considerable growth in the past few years, which has caused an increase in the volume of recruitment and hiring. In order to manage the high volume of administrative work associated with this growth, the department

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/23/2017** ☒ 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 23, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Arturo Castillo (925)
608-8404

cc: Arturo Castillo

has identified

BACKGROUND: (CONT'D)

a need for an Administrative Analyst to support its financial and personnel unit. This position will be responsible for managing and monitoring the department's recruitment, hiring, and financial analysis projects. In an effort to offset the cost associated with adding this position, the department has requested to cancel one Clerk-Specialist position that has been vacant for a year and a half.

CONSEQUENCE OF NEGATIVE ACTION:

The Animal Services Department will not be able to efficiently process the increased volume of both financial and personnel projects and transactions. This will negatively impact the department's administration operations, causing delays in addressing hiring needs and leaving the department understaffed.

CHILDREN'S IMPACT STATEMENT:

None.

ATTACHMENTS

P300 No. 22055 ASD