



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: September 19, 2017

Subject: Cancel one (1) Secretary-Advanced Level (J3TG), Add one (1) Sheriff's Specialist (64VE) position to the Support Services Bureau.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22138 to cancel one (1) Secretary-Advanced Level (J3TG)(represented) vacant position no. 2738 at salary plan and grade 3R2 1163 (\$3,885 - \$4,973) and add one (1) Sheriff's Specialist (64VE)(represented) position at salary plan and grade VN5 1285 (\$4,465 - \$5,563) in the Sheriff's Office - Support Services Bureau.

**FISCAL IMPACT:**

An annual cost of \$6,115 to the Office of the Sheriff General Fund and \$1,117 increase in retirement cost.

**BACKGROUND:**

Due to changes in assignment duties, the Office of the Sheriff is requesting the change in classification to better align job function with classification's essential functions.

**CONSEQUENCE OF NEGATIVE ACTION:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/19/2017** ☒ 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: September 19, 2017

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

By: June McHuen, Deputy

Contact: Marcie Clark, (925)  
335-1545

If this action is not approved, it will impede the organization structure of the Office of the Sheriff which may result in delayed administrative reporting within the Support Services Bureau.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22138