



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: September 12, 2017

Subject: Increase the hours of one part-time Clerk-Senior Level position to full-time in the Office of the Sheriff

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22135 to increase the hours of one (1) Clerk-Senior Level (JWXC)(represented) position no. 13479 from part-time (25/40) to full-time (40/40) at salary plan and grade 3RX 1033 (\$3,307 - \$4,223) in the Sheriff's Office – Support Services Bureau.

**FISCAL IMPACT:**

An annual cost of \$21,847 to the Sheriff's General Fund, and \$4,669 retirement annual cost.

**BACKGROUND:**

The Office of the Sheriff is requesting to increase the hours of position number 13479 from part-time 25/40 to full-time 40/40 to accommodate an employee request to increase hours following an agreed upon reduction in hours authorized in December 2016.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this request is not approved, the employee request will not be honored.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/12/2017** ☒ 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 12, 2017

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

By: June McHuen, Deputy

Contact: Marcie Clark, (925)  
335-1545

cc: Robyn Hanson



CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22135