



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: September 12, 2017

Subject: Cancel Clerk-Experienced Level position/Add Account Clerk-Advanced Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22129 to add one (1) Account Clerk-Advanced Level (JDTD) (represented) position at salary plan and grade 3RX 1133 (\$3,651.50 - \$4,663.11) and cancel one (1) vacant Clerk-Experienced Level (JWXB) (represented) Position No. 10292 at salary plan and grade 3RH 0750 (\$2,993.04 - \$3,713.58) in the Department of Conservation and Development.

FISCAL IMPACT:

The action will result in additional annual salary costs of approximately \$16,712, of which approximately \$6,267 represent additional pension cost. Funding for this position will come 100% from Land Development funds. There is no impact on County General Fund.

BACKGROUND:

The Department of Conservation and Development (DCD) is seeking approval to cancel a vacant position, Clerk-Experienced Level, and replace it with Account Clerk-Advanced Level, to meet the operational needs of the Department. Our Weatherization Division is in need of staff with skills that include and exceed the duties of a Clerk-Experienced Level. Along with clerical experience, the Weatherization Division requires staff with knowledge

☒ 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: Arnai Maxey, (925)
674-7876

and experience in accounting, finance, and budgeting to assist with the billing of Federal and State funded programs, fiscal reports and adjustments, processing invoices and payables, in addition to other duties. These funded programs are vital to DCD and the Weatherization Division as they assist low and/or fixed income people in making their homes more energy efficient.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to obtain Board approval will impede the Department's ability to manage its programs at an effective level.

ATTACHMENTS

P300 22129: Add Acct Clk_Adv and Cxl Clerk-Exp in DCD