



**Contra
Costa
County**

To: Board of Supervisors
From: Todd Billeci, County Probation Officer
Date: September 12, 2017

Subject: Add one Account Clerk-Experienced position and cancel one Clerk Senior-Level position in the Probation Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22134 to add one (1) Account Clerk-Experienced (JDVC) (represented) position at salary plan and grade 3RH 0755 (\$3,288 - \$4,076) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position #570 at salary plan and grade 3RX 1033 (\$3,307 - \$4,223) in the Probation Department.

FISCAL IMPACT:

Upon approval, this personnel action will have an annual cost savings of approximately \$10,098.

BACKGROUND:

The Probation Department is requesting to cancel one Clerk – Senior Level position and add one Account Clerk – Experienced Level position. This position is assigned to work with the Materiel Manager in the Juvenile Hall unit and responsible for maintaining accounts payable for Juvenile Hall, Orin Allen Youth Facility and Probation Administration. The position will be reviewing, tracking and submitting requisitions to Purchasing for blanket purchase orders, managing lease agreements, updating and tracking budget reports, collect monies for transactions and create electronic deposit permits for banking purposes.

☒ 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

Contact: Danielle Fokkema,
925-313-4195

By: June McHuen, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, this position will not be properly classified for the needs of the department.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 22134