



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: November 14, 2017

Subject: Establish New Classification of Communications Equipment Specialist I, Retitle & Reallocate the Classification of Communications Equipment Specialist

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22187 to:

- (1) Establish the new classification of Communications Equipment Specialist I - Trainee (PEKA) (represented) on the salary schedule at salary plan and grade level TB5 1483 (\$4,925 - \$5,430);
- (2) Revise, retitle and reallocate the salary of the classification of Communications Equipment Specialist (PEWF) (represented) from salary plan and grade level TB5 1482 (\$5,172 - \$6,287) to Communications Equipment Specialist II (PEVB) (represented) on the salary schedule at salary plan and grade level TB5 1484 (\$5,585 - \$6,788);
- (3) Revise and reallocate the salary of the classification of Senior Communications Equipment Specialist (PETB) (represented) to Senior Communication Equipment Specialist (PENA) from salary plan and grade level TB5 1578 (\$5,688 - \$6,914) to salary plan and grade level TB5 1578 (\$6,142 - \$7,466) in the Telecommunications division of the Department of Information Technology (DOIT).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/14/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

ABSENT: Diane Burgis, District III  
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: November 14, 2017

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

By: June McHuen, Deputy

Contact: Scott Sullivan (925)  
313-1288

**FISCAL IMPACT:**

Upon approval, these actions will result in the following:

1. An annual net decrease in salary and benefit costs of approximately (\$15,850), including an estimated pension cost of (\$2,853) for Recommendation No. 1, when the department utilizes a vacant Communications Equipment

### FISCAL IMPACT: (CONT'D)

- Specialist II position and flexes down to Communications Equipment Specialist I;
2. An annual cost increase of approximately \$33,435 for Recommendation No. 2, including an estimated pension costs of \$6,018;
  3. An annual cost increase of approximately \$12,276 for Recommendation No. 3, including an estimated pension costs of \$2,210.

The costs shall be 100% offset by user fees.

### BACKGROUND:

The Department of Information Technology (DoIT) is a division of the County Administrator's Office. DoIT's Telecommunications Radio and Hilltop division operates, maintains and manages the County's communications systems including microwave and the two-county East Bay Regional Communications (public safety radio) P25 System. They provide installation and maintenance of radio systems for police agencies, special districts, medical facilities and cities.

This division currently has a Sr. Communications Equipment Specialist and four (4) Communications Equipment Specialists. Currently, Communications Equipment Specialist has only one classification for both entry and journey level, which is insufficient since this classification is very hard to recruit for, as historically, this has not been a job classification with a large candidate pool. Further, the department needs to update this classification due to the changing technology and higher level of computer skills necessary to perform these job duties. Thus, our request is to establish a Communications Equipment Specialist I entry level job classification that requires the aptitude and desire to be trained to work with the Land Mobile Radio, Computer, and Digital Microwave technologies. Physical abilities for installation and service of antenna systems are also key skills for this classification.

Over the past years, the radio and hilltop divisions have expanded to include the two-county East Bay Regional Communication public safety radio P25 system. With the development of P25 Land Mobile Radio (LMR) systems, the skill sets required are substantially different than currently listed in the job class of Communications Equipment Specialist. Wireless communications has evolved to add significant and very specific areas of computer Local Area Network (LAN), Wide Area Network (WAN), software, operating systems, third party support applications knowledge, in addition to the LMR and microwave knowledge. The role and required skills for the Communications Equipment Specialist have increased as a result and require an added dimension of knowledge regarding new technologies. Knowledge of and skill in computer, radio and microwave hardware and software, are essential skills for the higher level classifications.

The job specification and the salary range for the current positions are significantly out of alignment compared to peer positions in other comparable agencies. This action will address the incomplete and outdated job specifications as well as the salary requirements

for retention and recruitment.

CONSEQUENCE OF NEGATIVE ACTION:

The incumbents will not be properly compensated compared to similar agencies for the same type of work. This will pose problems for both retention of the incumbents as well as recruitment for new candidates.

ATTACHMENTS

P300 22187\_Est CESI, Retitle Reallocated CES II, Reallocate Sr CES in DoIT

P300 22187 Attachment