



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 6, 2018

Subject: Reclassify Five Administrative Services Assistants to Personnel Services Assistants

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22230 to reclassify three (3) Administrative Services Assistant III (APTA) (represented) position numbers 1668, 1735, and 6557 at salary plan and grade ZB5 1631 (\$5,994 - \$7,286) and its incumbents to Personnel Services Assistant III (ARTA) (unrepresented) at salary plan and grade B85 1631 (\$5,996 - \$7,288) in the Public Works Department; and reclassify one (1) Administrative Services Assistant II (APVA) (represented) position number 12536 at salary plan and grade ZB5 1475 (\$5,136 - \$6,243) and its incumbent to Personnel Services Assistant II (ARVA) (unrepresented) at salary plan and grade B85 1517 (\$5,356 - \$6,510) in the Public Works Department.

ADOPT Position Adjustment Request No. 22231 to reclassify one (1) Administrative Services Assistant III (APTA) (represented) position number 12692 at salary plan and grade ZB5 1631 (\$5,994 - \$7,286) and its incumbent to Personnel Services Assistant III (ARTA) (unrepresented) at salary plan and grade B85 1631 (\$5,996 - \$7,288) in the Department of Conservation and Development.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/06/2018** ☒ 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: February 6, 2018

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

Contact: Dianne Dinsmore,
(925) 335-1770

By: June McHuen, Deputy

FISCAL IMPACT:

No impact. These positions have equivalent costs.

BACKGROUND:

The Department of Conservation and Development and the Public Works Department have identified several Administrative Services Assistant staff that have been working in the capacity of Personnel Services Assistants. The Department of Conservation and Development currently has one Administrative Services Assistant III (ASA III) whose majority of duties are that of a Personnel Services Assistant III (PSA III); the Public Works Department have three (3) ASA III positions (position numbers 1668, 1735, and 6557) performing PSA III duties and one (1) Administrative Services Assistant II (ASA II) performing PSA II (PSA II) duties.

The Department of Conservation and Development and the Public Works Department are requesting to reclassify all aforementioned position numbers and affected incumbents to the appropriate classification of either PSA III or PSA II.

Since the Public Works Department merged with the General Services Department, the amount of personnel work for the Public Works Department Personnel Section has grown significantly. Additionally, the HR/personnel needs of the Department of Conservation and Development have also increased significantly. The Department has 170 funded positions, and besides the Land Information Business Operations Manager position, their ASA III is the only other staff person who handles personnel and labor relations matters. Based on the assigned duties and responsibilities, it would be more appropriate for them to be in the classification of PSA III.

The four (4) current ASA IIIs perform all of the personnel work for their respective Departments. They assist with employee performance management, leave management, employee/labor relations, development and maintenance of personnel management policies and procedures, review class specifications and recommend changes, assist with the development and dissemination of recruitment materials, and other personnel duties as assigned. The Departments consulted with the Human Resources Department and are in agreement that the ASA II and ASA IIIs are performing the work as stated in the PSA II and PSA III job description, not the ASA job description, and they should be reclassified appropriately.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board approval will result in duties not being assigned to the appropriate classification.

ATTACHMENTS

P300 22230 AIR 32384

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P300 22231 AIR 32384 (DCD)