



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: September 24, 2019

Subject: Reclassify one Administrative Services Officer position and incumbent to Departmental Personnel Officer-Exempt

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22431 to reclassify one (1) full-time Administrative Services Officer (APDB) (unrepresented) position # 5997 at salary plan and grade B82 1692 (\$7,029-\$9,454) and its incumbent to Departmental Personnel Officer – Exempt (APG1) (unrepresented) at salary plan and grade B85 1876 (\$8,588-\$10,438) and place its incumbent at Step 5 of the salary range of the new classification in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$7,364. No fiscal impact to the County general fund.

**BACKGROUND:**

On February 13, 2018, the Board of Supervisors approved Position Adjustment Request # 22227 to establish the countywide classification of Departmental Personnel Officer-Exempt

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **09/24/2019** ☒ 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 24, 2019

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

By: June McHuen, Deputy

Contact: Samuel Treanor (925)  
608-7702

cc: Jeremy Treanor

and approved Ordinance 2018-03 to exempt the class from the merit system. This new classification was established to consolidate

## BACKGROUND: (CONT'D)

the various personnel management officers into a single classification. This action reclassifies the Library's Administrative Services Officer who has exclusively handled personnel and labor matters to this new Departmental Personnel Officer-Exempt classification.

Over the past several years, the duties of the Administrative Services Officer position have expanded to reach the highest level in scope of personnel management services provided to support Library operations. These duties include advising the County Librarian, Deputy County Librarians, and management staff on the full range of personnel, complex reassignment, labor relations, leave administration, performance improvement and nondiscrimination programs. This position is now a member of the Department's Executive Team and serves as the Department Appointing Authority.

The incumbent likewise takes ultimate responsibility for labor negotiations, including maintaining compliance with agreed upon policies and procedures, while coordinating with Labor Relations to put forth management's position on matters. In addition, the incumbent oversees department timekeeping and payroll processing ensuring coordination and adherence to County requirements as well as an ongoing substitute staffing program to make certain that temporary vacancies are filled in accordance with labor agreements. The incumbent supervises professional and support staff and is responsible for directing the full complement of personnel management activities of the department on a full-time basis.

The duties of the position have therefore grown beyond the Administrative Services Officer classification and the Departmental Personnel Officer – Exempt class is more appropriate for the position and its incumbent. The Public Works, Health Services, and Employment and Human Services Departments have DPOs and the Library's Administrative Services Officer assigned to personnel functions is performing duties commensurate to the DOP incumbents in other departments.

## CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the incumbent and position will not be classified the same as other classifications with similar duties throughout the County and the incumbent will continue to perform required duties outside the current classification.

## ATTACHMENTS

P300 22431 ASO to DP Officer-Ex\_Library