



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: January 22, 2019

Subject: Add one Account Clerk Supervisor Position and Cancel one Account Clerk - Advanced Level Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22393 to add one (1) Account Clerk Supervisor (JDHD) (represented) position at salary plan and grade K6X 1340 (\$4,616 - \$5,895), and cancel one (1) Account Clerk – Advanced (JDTD) (represented) position no. 17262 at salary plan and grade 3RX 1133 (\$3,761 - \$4,803) in the Public Works Department.

FISCAL IMPACT:

This action will result in an additional annual cost of approximately \$15,405, which includes \$2,862, in additional pension costs which will be covered by various road, flood control and special revenue funds.

BACKGROUND:

When the economic downturn occurred in 2009 resulting in local and state budget challenges, the Public Works Department (Department) implemented strategies that

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/22/2019** ☒ 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: January 22, 2019

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

By: Jami Napier, Deputy

Contact: Adrienne Todd, (925)
313-2108

cc: Adrienne Todd

included

BACKGROUND: (CONT'D)

reorganizing the Department and streamlining its staffing levels. One result of this was the elimination of the Account Clerk Supervisor position. Since then, Account Clerk staff have been reporting to two different Supervising Accountants, based on the functional areas. Now that the economy has continued to recover, the Department would like to add an Account Clerk Supervisor position to assist with centralizing Account Clerk staff under one supervisor which would allow for streamlining work and increased efficiency.

The Account Clerk Supervisor will be responsible for, but not limited to the following:

1. Managing workloads and job assignments among staff;
2. Ensuring consistent training and direction;
3. Managing and coordinating time off and ensuring proper coverage of duties;
4. Ensuring coverage for Corrigo work order processing for Facilities Maintenance and the Fee hotline;
5. Ensuring County policy and procedures are followed regarding accounts payable and accounts receivable;
6. Updating processes and procedures and providing training as needed;
7. Researching and resolving payable issues as they arise; and,
8. Performing general supervisory duties including performance reviews and scheduling.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it will limit the ability of the Department's Finance Division to streamline overall work performed and provide consistent supervision to line staff.

CHILDREN'S IMPACT STATEMENT:

No Impact

ATTACHMENTS

P300 No. 22393