



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: January 22, 2019

Subject: Reallocate Classification of Forensic Manager in Sheriff-Coroner Department (P300 #22413)

RECOMMENDATION(S):

1. REALLOCATE classification of Forensic Manager (6CGA) (represented) from salary level ZA5-2057 (\$9,413.75-\$11,442.47) to salary level ZA5-1002 (\$10,458.87-\$12,712.82); and PLACE incumbent employees #63240 (Pos #10028) and #73989 (Pos #13924) at the New Step 5, effective January 1, 2019.

2. Beginning July 1, 2019, in the event the difference between the top step base rate of pay for the classification of Forensic Manager (6CGA) and the classification of Deputy Sheriff-Forensic Supervisor (6DHB) is less than 5%, the County will adjust all the steps in the Forensic Manager (6CGA) classification to achieve a difference of 5% at the top step between the two classifications.

3. In the event that the Deputy Sheriff-Forensic Supervisor (6DHB) classification is no longer utilized (all positions are vacant) the classification of Forensic Manager (6CGA) will be y-rated until the classification of Forensic Manager (6CGA) is 5% above the top step of Forensic Supervisor (6CHB); thereafter, in the event the difference between the top step base rate of pay for the classification of Forensic Manager (6CGA) and the classification of Forensic Supervisor (6CHB) is less than 5%, the County will adjust all the steps in the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
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

Contact: Lisa Driscoll, County
Finance Director (925) 335-1023

By: Jami Napier, Deputy

Forensic Manager (6CGA) classification to achieve a difference of 5% at the top step between the classifications of Forensic Manager and Forensic Supervisor (6CHB).

FISCAL IMPACT:

Upon approval, these actions have a total current year cost of approximately \$23,400 and a net General Fund cost of \$11,700. The annual total cost is estimated to be \$56,800 and a net General Fund cost of \$23,400. The costs are net of fees for service.

BACKGROUND:

The recommended action addresses salary inequity between staff managers and supervisors, as well as recruitment and retention. Historically the Sheriff-Coroner maintained two series of classifications for criminalist, a sworn series and a non-sworn series. The sworn criminalist classifications were supervised by sworn supervisors and sworn managers and the non-sworn criminalists were supervised by non-sworn supervisors and managers. The sworn Deputy Sheriff-Forensic Manager has been vacant since the retirement of the incumbent in 2007. Practically, this means the sworn Deputy Sheriff-Forensic Supervisor positions report to the non-sworn Forensic Managers. The recommended action is to establish and maintain a 5% difference between the base top step of the manager and the positions they supervise. In the future in the likelihood that the sworn Deputy Sheriff-Forensic Supervisor position becomes difficult to fill/vacant/obsolete, the action addresses changes to the reallocation basis.

CONSEQUENCE OF NEGATIVE ACTION:

For long-term continuity and ability to retain and recruit qualified applicants, the action addresses inequities between classifications of line and supervision.

ATTACHMENTS

P300 No. 22413