



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District
 Date: February 12, 2019

Subject: Add one Clerical Supervisor (represented) position and cancel one Clerk-Senior Level (represented) position at the CCC Fire Protection District

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22423 to add one (1) Clerical Supervisor (JWHF) (represented) position at salary plan and grade K6X 1290 (\$4,393-\$5,610) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 5700 at salary plan and grade 3RX 1033 (\$3,406 - \$4,350) in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

Approval of this action will result in cost increase of approximately \$18,297, including \$312 in pension costs annually. The total annual pension cost of the position is \$16,659.

BACKGROUND:

The Fire Prevention Bureau (FPB) provides fire prevention services through comprehensive inspections and code enforcement, plan review and engineering services, public education, fire investigations, and exterior hazard control to ensure properties are properly constructed in accordance with local and state codes. The FPB is supported by a unit of seven (7) full time clerical staff. The clerical team also provides reception and overall administrative

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/12/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, Director
 Candace Andersen, Director
 Diane Burgis, Director
 Karen Mitchoff, Director
 Federal D. Glover, Director

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 12, 2019

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

Contact: Holly Trieu
 925-941-3300 ext. 1301

By: June McHuen, Deputy

cc: Holly Trieu

support to the District and is currently being supervised by a Fire Prevention Captain.

BACKGROUND: (CONT'D)

This request is to cancel a vacant Clerk-Senior Level position and add a Clerical Supervisor, which will be responsible for supervising the unit, drafting and implementing related policies, procedures and guidelines for clerical staff, and providing support and ongoing training to staff. The Clerical Supervisor will also ensure that staff provide timely and appropriate customer service at the reception and during telephone calls. The Clerical Supervisor classification is a more appropriate classification to supervise the unit and will free up the Fire Prevention Captain to focus on supervising newly hired Fire Inspectors, conducting and developing training programs for Fire Inspectors, and performing Fire Investigation Unit duties.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Fire Prevention Bureau will not be able to fully utilize Fire Prevention Captains for their intended role and will continue a less than effective supervisory model for clerical personnel.

ATTACHMENTS

P300 22423