



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: May 7, 2019

Subject: MODIFYING, ADDING AND ABOLISHING POSITIONS AND LAYING OFF EMPLOYEES IN
CERTAIN COUNTY DEPARTMENTS

RECOMMENDATION(S):

The Contra Costa County Board of Supervisors is acting in its capacity as the governing board of the County of Contra Costa and the Board of Directors of the Contra Costa County Fire Protection District.

1. ACKNOWLEDGE that on April 16, 2019, the Board of Supervisors directed the County Administrator to prepare for consideration by the Board of Supervisors on May 7, 2019, a position modification resolution necessary to carry out the Board's actions on the Recommended Budget;
2. ACKNOWLEDGE that on May 7, 2019, the Board of Supervisors will consider approving the FY 2019-20 Recommended Budget actions requiring the modification, addition and deletion of certain positions in affected departments; and
3. ADOPT Resolution No. 2019/47, authorizing the modification, addition and deletion of certain positions in affected departments.
4. ACKNOWLEDGE Resolution No. 2008/299 adopted May 6, 2008, authorizing the Human Resources Department to implement the Tactical Employment Team Program (TETP), whose objective is to mitigate the negative impact that anticipated layoffs will have on County employees.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/07/2019** ☒ 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: May 7, 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

cc: Dianne Dinsmore, Human Resources Director

FISCAL IMPACT:

The fiscal impact is described in the Fiscal Year 2019-20 Recommended Budget (www.co.contra-costa.ca.us/DocumentCenter/View/58189/Recommended-Budget-19-20)

BACKGROUND:

On April 16, 2019, the Board held Budget Hearings required prior to adopting the FY 2019-20 Recommended Budget. At the conclusion of the hearings, the Board directed the County Administrator to return with a Resolution ordering the addition and deletion of positions and classifications necessary to effectuate the FY 2019-20 Recommended Budget actions. The attached Position Adjustment Resolution (No. 2019/47) incorporates those changes directed by the Board as part of the FY 2019-20 Recommended Budget. The Resolution adds and/or eliminates positions and classifications in the following departments: Agriculture, Board of Supervisors-Merit Board, Child Support Services, County Administrator, District Attorney, Employment and Human Services, Human Resources, Probation, Public Defender, Public Works, and Contra Costa County Fire Protection District departments.

Further, additional positions in various departments will continue to be held vacant (but not eliminated at this time) in order to achieve prescribed cost savings through normal and managed attrition to the greatest possible extent.

Tactical Employment Team Program (TETP) - Attached for reference is a copy of Resolution No. 2008/299, adopted May 6, 2008, which authorized implementation of the Tactical Employment Team Program. The Tactical Employment Team Program (TETP) was re-implemented in 2008 and is still in operation. The objective of this program is to mitigate the negative impact that anticipated layoffs will have on the County's workforce.

Agriculture

Attachment A eliminates one (1) vacant Agricultural Biologist/Weights & Measures Inspector III position due to insufficient funding. Additionally, the Department is eliminating eight (8) vacant and previously unfunded positions: one (1) Clerk-Experienced Level, one (1) Deputy Agriculture Commissioner, two (2) Agricultural Biologist/Weights & Measures Inspector III, three (3) Agricultural and Standards Aides, one (1) Deputy Sealer of Weights and Measures I. Elimination of these unfunded positions will not impact operations.

Board of Supervisors-Merit Board

Attachment B eliminates one (1) Clerk-Experienced Level. Elimination of this long-term vacant position will have no impact on operations.

Child Support Services

Attachment C adds nine (9) positions: one (1) Child Support Supervisor, two (2) Child Support Specialist I, five (5) Child Support Specialist II, and one (1) Child Support

Specialist III position. All positions to be funded with increased revenue from the revised State Department of Child Support Services' allocation methodology to counties.

County Administrator

Attachment D adds one (1) Community & Media Relations Specialist and one (1) Senior Deputy County Administrator and eliminates one (1) vacant Secretary - Advanced Level. The net increase will be funded with revenues received for CCTV services to cities and outside agencies.

District Attorney

Attachment E adds a net of one (1) position: one (1) Neighborhood Courts Director and one (1) part-time Clerk-Senior Level funded by the Community Corrections Partnership will be added. One (1) vacant part-time Deputy District Attorney-Basic position will be eliminated from the Public Assistance/Fraud unit. Additionally, one (1) long-term vacant, unfunded Deputy District Attorney-Fixed Term position will be eliminated.

Employment and Human Services

Attachment F adds one (1) Social Service Program Assistant to be funded by public safety realignment revenue (AB 109) and serve as a systems expert on access and receipt of public benefits for the re-entry population. The action also transfers four (4) positions to better align human resources with program requirements and revenues. Additionally, sixty-seven (67) vacant positions, which were vacant and unfunded in FY 2018-19 will be eliminated. Elimination of these unfunded positions will not impact operations.

Human Resources

Attachment G eliminates a net of two (2) positions: the addition of one (1) Administrative Services Officer position and the elimination of one (1) Human Resources Project Manager, one (1) Personnel Services Supervisor and one (1) Clerk-Senior Level position. The Human Resources Project Manager position, recently vacated due to a retirement, will be downgraded to an Administrative Services Officer. The Personnel Services Supervisor and the Clerk-Senior Level position are both filled positions and will result in lay-offs. This action is the result of reductions in A-87 cost plan revenue and net County cost allocation for the Department in FY 2019-20.

Probation

Attachment H eliminates twenty-two (22) vacant positions: one (1) Clerk-Specialist, seven (7) Deputy Probation Officers, and fourteen (14) Juvenile Institution Officers. The reductions are feasible due to historically low populations at the Juvenile Hall and Orin Allen Youth Rehabilitation Facility and will have minimal impact on department operations. Additionally, one (1) Chief Deputy Probation Officer and one (1) Deputy Probation Officer, which were vacant and unfunded in FY 2018-19 will be eliminated. Elimination of these unfunded positions will not impact operations.

Public Defender

Attachment I adds two (2) Social Worker positions to assist with pretrial release and

reentry support needs and will be funded with public safety realignment revenue (AB 109). The action also transfers one (1) Legal Assistant and one (1) Deputy Public Defender – Fixed Term to designate these positions as AB 109 funded. Additionally four (4) Deputy Public Defender positions that were vacant and unfunded in FY 2018-19 will be eliminated. Elimination of these unfunded positions will not impact operations. The Recommended Budget also included the elimination of a half-time (0.5) Deputy Public Defender and a half-time (0.5) Legal Assistant which is not included in this action and will be funded by the Public Defender's dedicated AB 109 fund.

Public Works

Attachment J adds a three (3) positions. To meet increased staffing needs, the Public Works division will add one (1) Administrative Analyst and one (1) Senior Land Surveyor in the Engineering Services division as well as one (1) Driver Clerk to the Print & Mail Division. The positions will be funded by a combination of developer fees and charges to customers.

Contra Costa County Fire Protection District

Attachment K adds seven (7) positions to the Fire District and one (1) in Emergency Medical Services Transport Fund. One (1) Fire Investigator, one (1) Fire Education Coordinator, two (2) Building Plan Checkers will be added for Fire Prevention Operations and three (3) Fire Captains will be added to Operations and offset by charges to the Emergency Medical Services Transport Fund. One (1) Medical Director-Exempt position will be added to the Emergency Medical Services Transport Administration.

Two lay-offs are anticipated by these actions. Further, additional positions in various departments will continue to be held vacant (but not eliminated at this time) in order to achieve prescribed cost savings through normal and managed attrition to the greatest extent possible.

CONSEQUENCE OF NEGATIVE ACTION:

Potential delay in modification, addition and deletion of targeted positions, which may impact service delivery.

ATTACHMENTS

Resolution 2019/47

Attachments A - K

Resolution 2008/299