



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: April 9, 2019

Subject: Increase the hours of one Clerk-Senior Level

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22434 to increase the hours of one (1) Clerk-Senior Level (JWXC) (represented) vacant position #6628 from part time (32/40) to full time (40/40) at salary plan and grade 3RX-1033 (\$3,406 - \$4,350) in the Public Works Department.

**FISCAL IMPACT:**

This action would result in a cost of approximately \$14,238 annually, which would be funded by the Contra Costa Clean Water Program. (100% Special Revenue Funds) Pension costs are estimated to be \$2,731.

**BACKGROUND:**

The Public Works Department supports increasing the hours of the Clerk-Senior Level assigned to the Contra Costa Clean Water Program as requested by the Management Committee which is comprised of Contra Costa County, its nineteen (19) incorporated cities/towns and the Contra Costa County Flood Control and Water Conservation District.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/09/2019** ☒ 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: April 9, 2019

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

By: Jami Napier, Deputy

Contact: Adrienne Todd, (925)  
313-2108



### BACKGROUND: (CONT'D)

The Contra Costa Clean Water Program (Program) identified administrative support and clerical tasks that will be assigned to the Clerk-Senior Level to cover the additional eight (8) hours per week. The Program is responsible for a significant number of written reports that require proofreading, finalizing and distributing. This also includes attending all assigned Program Committee meetings to take notes, prepare minutes, and distribute material to the County Board of Supervisors, Regional Water Quality Control Boards and other regulatory agencies. Aligning the administrative support duties to the Clerk-Senior Level will allow professional-level staff to focus on their work with the Management Committee and to oversee consultant contracts.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not carried out, the Public Works Department will not have adequate clerical support to complete administrative tasks in a timely manner to help ensure regulatory compliance.

### ATTACHMENTS

P300 No. 22434