



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: July 30, 2019

Subject: Reclassify One (1) Planning Technician III to Senior Planning Technician

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22447 to reclassify one (1) Planning Technician III (51TB) (represented) position number 14649 at salary plan and grade ZM5 1352 (\$4,871 - \$5,921) and its incumbent to Senior Planning Technician (51SC) (represented) at salary plan and grade ZB5 1436 (\$5,293 - \$6,434) in the Conservation and Development Department.

FISCAL IMPACT:

Upon approval this action will result in an annual cost of \$9,000 of which \$2,000 is attributed to pension cost. The Land Development Fund will absorb all costs.

BACKGROUND:

Over the past several years, the incumbent in the position of Planning Technician III has assumed additional responsibilities, varied job duties at a higher level than those typically allocated to the current classification. This occurred due to turnover of staff members with critical job duties that needed to get completed. There are numerous tasks that are performed that are not commensurate with the current classification. Reclassification is warranted and will properly align the job classification with the desk's duties. This action is requested on

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/30/2019** ☒ 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: July 30, 2019

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

By: Jami Napier, Deputy

Contact: Arnai Maxey
925-674-7876

cc: Arnai Maxey

the basis that the incumbent has been performing the higher-level responsibilities for the Senior Planning Technician for more than six months.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board approval will result in duties not being assigned to the appropriate classification.

ATTACHMENTS

P300 22447_Reclass Planning Tech III to Sr. Planning Tech in DCD