



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: July 30, 2019

Subject: Add three (3) Clerk – Senior Level (JWXC) positions and cancel (2) Information Systems Assistant II (LTVH) positions in DCD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22488 to add three (3) full-time Clerk – Senior Level (JWXC) (represented) positions at salary plan and grade 3RX 1033 (\$3,542- \$4,524), and cancel two (2) Information Systems Assistant II (LTVH) (represented) vacant position numbers 15911 and 17027 at salary plan and grade 3R5 1005 (\$3,454- \$4,199) in the Department of Conservation and Development (DCD).

FISCAL IMPACT:

Upon approval, this action will result in annual personnel costs of approximately \$110,000 including approximately \$18,750 for pension costs. These three (3) positions will be funded 100% by land development funds.

BACKGROUND:

The Department of Conservation and Development has in its IT Division three (3) positions dedicated to the scanning of planning and building documents and files. The scanning positions are currently classified as Information Systems Assistant II, and two of those positions were recently vacated. As a result, the department conducted a needs analysis in the IT Division, particularly in the area of document management, which determined that

☒ 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: Kelli Zenn, (925)
674-7726

cc: Sylvia Wong

Clerk – Senior Level is the appropriate classification for the work being performed by Information Systems Assistant IIs. As such, this Board Order is to cancel the two (2) vacant Information

BACKGROUND: (CONT'D)

Systems Assistant II positions and replace them with Clerk – Senior Level positions. The third Clerk - Senior Level position will be assigned to the Business Operations Division as a "Floater" which, in addition to covering absences, will be utilized to assist existing support staff with special and large projects.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add these positions will result in the continued use of classifications that do not adequately reflect the work performed in the IT division of DCD, in addition to failure to provide adequate and clerical support throughout the department.

ATTACHMENTS

P300 No. 22488 Add 3 Clerk-Sr and Cxl 2 ISA II