



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: August 6, 2019

Subject: Reallocate Fire District Aide-Exempt (RPW1) (unrepresented) from five steps to a single step in the Contra Costa County Fire Protection District.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22491 to reallocate the salary of the Fire District Aide-Exempt (RPW1) (unrepresented) classification at salary plan and grade F85 0288 (\$2,163 - \$2,629) from five (5) steps to a single step at salary plan and grade F85 1000 (\$2,629) in the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

If approved, this action is not anticipated to have a significant impact on temporary wages.

**BACKGROUND:**

Position Adjustment Resolution No. 22264 approved on August 7, 2018 established the Fire District Aide-Exempt (District Aide) classification to replace the District's use of Student Intern level II. The District Aide class was established with a five-step salary range and does not have minimum experience or education requirements.

This request is to collapse the salary range from five steps to one step for two reasons. First, the District has

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ABSENT: Diane Burgis,  
Director

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

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: August 6, 2019

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

By: Jami Napier, Deputy

cc: Holly Trieu



BACKGROUND: (CONT'D)

been hiring District Aides at step 5, currently at \$15.16 per hour, which is equivalent in pay to the lower steps of Student Intern Level II. Second, the advanced step request to hire District Aides at step 5 requires the administrative approval at the County Human Resources Director level. The District's intent is to hire at step 5, therefore, collapsing the salary steps from five step to one step would be more efficient as it does not necessitate advanced step approval by County Human Resources.

CONSEQUENCE OF NEGATIVE ACTION:

If the request is not approved, the hiring process for Fire District Aide-Exempt will continue to be evaluated for the appropriate salary step placement.

ATTACHMENTS

P300 22491