



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: February 4, 2020

Subject: Reclassify One (1) Information Systems Assistant II to Clerk Senior-Level

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22535 to reclassify one (1) Information Systems Assistant II (LTVH) (represented) position #17028 at salary plan and grade 3R5-1005 (\$3,454 - \$4,199) and its incumbent to Clerk-Senior Level (JWXC) (represented) at salary plan and grade 3RX-1033 (\$3,542 – \$4,524) in the Department of Conservation and Development.

FISCAL IMPACT:

Upon approval this action will result in an annual increased cost of \$7,686, of which \$1,524 is in pension costs. The Land Development Fund will absorb all costs.

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. In July 2019, Position Adjustment Resolution No. 22488 was approved by the board to cancel two (2) of the Information Systems Assistant II (LTVH) positions and add three (3) Clerk-Senior Level (JWXC) positions. Two of the Clerk-Senior Level positions replaced the two Information Systems Assistant II positions in the document management section of the IT

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/04/2020** ☒ 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: February 4, 2020

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

By: June McHuen, Deputy

Contact: Kelli Zenn, (925)
674-7726

cc: Kelli Zenn

Division because it was determined through a needs analysis that it was the most appropriate classification for the type of work being performed. The third Clerk-Senior Level position was added to the Business Operations Division. Both of the Clerk positions in the document management section of the IT Division

BACKGROUND: (CONT'D)

were flexed down to the Clerk-Experienced Level and one was filled.

There is one Information Systems Specialist II (LTVH) position remaining in the document management section of the IT Division. The incumbent in this position is responsible for quality control and ensures accurate and efficient retrieval of documents. The incumbent also trains and provides lead direction to the division's clerical staff and works closely with the Records Research group when responding to Public Records Acts requests. A classification study was conducted and it was determined that this position should be reclassified to Clerk-Senior Level (JWXC) due to the specialized nature of the work and the lead direction provided.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to reclassify this position will result in continued use of a classification that does not adequately reflect the work performed in the IT Division of DCD. Additionally, it would cause a failure to provide adequate clerical support throughout the department and necessary lead duties to other staff.

CHILDREN'S IMPACT STATEMENT:

No Impact

ATTACHMENTS

P300 22535 ISA II to Clerk Senior