



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: March 10, 2020

Subject: Add One Departmental Fiscal Officer Position in the Department of Conservation and Development

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25583 to add one (1) Departmental Fiscal Officer (APSA) (unrepresented) position at salary plan and grade B82 1724 (\$7,256.25 - \$8,841.03) effective April 1, 2020, and cancel one (1) Departmental Fiscal Officer (APSA) (unrepresented) (Position No. 14057) effective October 2, 2020, in the Department of Conservation and Development.

FISCAL IMPACT:

This action will cost approximately \$43,500 this fiscal year. However, this is only a temporary cost, since one position will ultimately be canceled after the current incumbent retires. The current and additional positions are funded 100% by Land Development fees.

BACKGROUND:

A long-term employee is retiring from the Departmental Fiscal Officer position effective September 30, 2020. This is a critical management position in the Department of Conservation and Development; the department expects to fill the new position immediately to allow for at least six months of training and knowledge transfer before the incumbent retires, at which time the vacated position will be canceled.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/10/2020** ☒ 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: March 10, 2020

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

By: June McHuen, Deputy

Contact: 925-674-7726

cc: Kelli Zenn

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department of Conservation and Development will not be able to adequately fill and train a critical department management position.

ATTACHMENTS

P300 25583_Add/Cxl one Departmental Fiscal Officer in DCD