



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: December 17, 2019

Subject: Add one Training and Staff Development Specialist position and cancel one Vegetation Management Supervisor

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22560 to add one (1) Training and Staff Development Specialist (APSG) (represented) position at salary plan and grade ZB5 1001 (\$6,491- \$7,890) and cancel one (1) Vegetation Management Supervisor (GPHG) (represented) vacant position number 1423 at salary plan and grade ZA2 1672 (\$6,889 - \$7,989) in the Public Works Department.

FISCAL IMPACT:

Upon approval, this action has a annual cost savings of approximately \$7,185.

BACKGROUND:

The Public Works Department is requesting to add one Training and Staff Development Specialist within the Administrative Services Division and cancel one Vegetation Management Supervisor position within the Maintenance Division.

The Vegetation Management Supervisor position has been vacant since May 2016, although there have been multiple unsuccessful attempts to fill this vacancy. This position has been a challenge to recruit, as candidates must possess and/or attain a Pest Control Adviser (PCA)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/17/2019** ☒ 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: December 17, 2019

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

By: June McHuen, Deputy

Contact: Adrienne Todd, (925)
313-2108

license within six months of hire. This is a highly specialized requirement and thus has resulted in a shallow qualified candidate pool. Additionally, there is a current trend to transition to more eco-friendly

BACKGROUND: (CONT'D)

and health-conscious methods to manage vegetation, including mechanical mowing and grazing. With this shift in operations, the requirement for staff to possess a PCA license will be less so in the future. Upon closer review of the job duties of the Vegetation Management Supervisor position, it has been determined that the work associated with the PCA license comprises a small percentage of the overall duties. Therefore, an existing Public Works Maintenance Supervisor will be re-allocated to perform the overall duties and responsibilities of the former position.

Public Works executive management has designated training and staff development as a primary focus area for the Department. The Department is committed to investing time and effort into building a stronger workforce by providing opportunities for training and staff development to enhance the skills and knowledge of its employees, thereby improving employee performance and operational effectiveness. To achieve this goal, there is a need to have a dedicated position for this function. The primary responsibilities of the Training and Staff Development Specialist position include planning, developing, organizing, evaluating and conducting training courses in a variety of subject matter areas, for both groups and individuals, assisting with coaching and supporting the workforce at all levels and coordinating and tracking of training efforts.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it would limit the Department's ability to allocate dedicated staffing to focus on the training and staff development function.

ATTACHMENTS

AIR 40209 P300 22560 Add and Cancel