



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: January 21, 2020

Subject: Add one (1) Clerk-Senior Level position in the Department of Conservation and Development

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22571 to add one (1) Clerk-Senior Level (JWXC) (represented) position 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 cost of approximately \$83,215, of which \$14,112 is pension costs. Land development fees will fund the cost. This action has no impact to County General Fund.

BACKGROUND:

The Department of Conservation and Development (DCD) is requesting to add one (1) Clerk-Senior Level position to the Code Enforcement Section of the Building Inspection Division. With the reassignment of three (3) Building Inspector positions to Code Enforcement, there has been an increased workload for the Clerk that is assigned to Code Enforcement. For example, in FY 2017/2018, 914 code enforcement cases were opened. In FY 2018/2019, 1,325 code enforcement cases were opened. This was an increase of over 400 cases. With the strict timelines required for providing notices to impacted residents, it is

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/21/2020** ☒ 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: January 21, 2020

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

By: June McHuen, Deputy

Contact: Arnai Maxey (925)
674-7876

cc:

important to have adequate clerical coverage to support the needs of the Code Enforcement section.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add a Clerk-Senior Level position will adversely impact the ability of DCD's Code Enforcement section to provide timely inspections and notices to County residents.

ATTACHMENTS

P300 22571 Add 1 Clerk Senior Level in DCD Code Enforcement