



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 25, 2020

Subject: Add one Supervising Accountant position and cancel one vacant Accountant III position in the Public Works Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No.22572 to add one (1) Supervising Accountant (SAHJ) (represented) position at salary plan and grade ZA5 1703 (\$6,895 - \$8,381) and cancel one (1) vacant Accountant III (SATA) (represented) position number 13484 at salary plan and grade ZB5 1576 (\$6,080 - \$7,391) in the Public Works Department.

FISCAL IMPACT:

This action will result in an additional annual cost of \$16,162, which will be funded by Roads and Special Districts funds. Pension costs are estimated to be \$3,000 of the total annual cost impact.

BACKGROUND:

The Public Works Finance Division has one Supervising Accountant who is the subject matter expert for the Road Funds, Land Development, and Special District's accounting and is also responsible for project and fund accounting, tracking and reimbursement of all road-related funding from federal, state, and local sources, managing various audits, and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/25/2020** ☒ 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 25, 2020

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

By: June McHuen, Deputy

Contact: Adrienne Todd, (925)
313-2108

preparing the

BACKGROUND: (CONT'D)

annual road report. In addition to these responsibilities, the Supervising Accountant supervises seven (7) staff who perform the daily accounting functions related to these areas. The current Supervising Accountant incumbent will be retiring at the beginning of September 2020.

Since this position is specialized and has only been performed by one person, a certain level of expertise is required to succeed in this position and cross training with existing staff is not adequate, given the demands and workloads. Failure to ensure compliance with funding sources or to complete the annual report could jeopardize current and future road fund awards/allocations.

An employment list for the Supervising Accountant will be available in January 2020 and it is expected that the position be filled immediately. The requested addition of a full-time Supervising Accountant will allow an ample amount of time for cross training.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Public Works Department will not have an adequately trained incumbent or staff to meet the work demands.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 40649 P300 22572