



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: March 10, 2020

Subject: Delete one Sheriff's Chief of Management Services-Exempt, add one Commander-Exempt, and Appoint EE#56006 in the Office of the Sheriff

**RECOMMENDATION(S):**

ADOPT Personnel Adjustment Resolution No. 25588 to add one (1) Commander - Exempt (6XD1) (unrepresented) position at Salary Plan and Grade BS2 2411 (\$15,872) and cancel one (1) Sheriff's Chief of Management Services – Exempt (APD2) (unrepresented) position (#17202) and appoint its incumbent to the Commander - Exempt (6XD1) position in the Office of the Sheriff.

**FISCAL IMPACT:**

This action has a current fiscal year impact of approximately \$19,612 which includes \$1,487 in pension costs. The annual approximate cost of this action would be \$78,000 which will be funded by the revenue generated from the Management and Administration of State and Federal Grants. Pension costs are estimated to be \$5,624 of the total annual cost impact. The increase in salary and benefit cost will be covered by additoinal grant revenue.

**BACKGROUND:**

The Office of the Sheriff's financial transactions have evolved over the past several years wherein the complexities of grant fund management and administration continued to become more intricate due to the tightening of Federal regulatory oversight. Adding a

☒ 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

Contact: Hallie Wachowiak  
(925) 335-1500

By: June McHuen, Deputy

civilian

### BACKGROUND: (CONT'D)

Commander position will allow for the redistribution of responsibilities in order to form a more sustainable organizational structure and align the authority and compensation to Office sworn management classifications commensurate with the span of control of the position. The workload and responsibilities assigned to the Commander are significant and complex in nature. The addition of the Commander position will ensure historical knowledge of administrative, fiscal and grant management, and personnel processes are not lost while the Office implements a succession plan for the Administrative Services Bureau.

### CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Sheriff may be detrimentally impacted by the loss of highly trained personnel and would continue to experience difficulty retaining and attracting candidates.

### ATTACHMENTS

P300 25588