



**Contra
Costa
County**

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: October 20, 2020

Subject: Reassign one position from Probation Programs to Institutions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25640 to reassign position #540, Clerk-Specialist Level (JWXD)(represented) from Department 0308 (Probation Programs), Org 3050 to Department 0309 (Institutions) Org 3120 in the Probation Department, effective October 1, 2020.

FISCAL IMPACT:

Cost neutral.

BACKGROUND:

The Probation Department recently completed a department wide reorganization. During this reorganization, the department carefully reviewed all the clerical assignments and the clerical needs of the department. This analysis concluded with the understanding that the Juvenile Hall required more clerical assistance while the need in the Field was decreasing. As a result, the department is moving one vacant clerical position from the Field to Juvenile Hall.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/20/2020** ☒ 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: October 20, 2020

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

Contact: Danielle Fokkema,
(925) 313-4195

By: June McHuen, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

This position will not be in the correct Budget Unit for the services that the position provides.

ATTACHMENTS

P300 25640