



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: December 8, 2020

Subject: Add One (1) Structural Engineer position in the Department of Conservation and Development

RECOMMENDATION(S):

ADOPT Position Resolution No. 45650 to add one (1) Structural Engineer (NCSA) (represented) position at salary plan and grade ZB5 1813 (\$7,919 - \$9,626) in the Department of Conservation and Development.

FISCAL IMPACT:

The total cost of adding this position is approximately \$166,400 of which \$31,000 are pension costs. This position will be funded 100% by the Land Development Fund. No General Fund impact.

BACKGROUND:

Due to the global health pandemic, the Department of Conservation and Development's ("Department") process for accepting building and planning applications has changed significantly. With the building closed to the public, the Department had to shift the entire application process online.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/08/2020** ☒ 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: December 8, 2020

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

By: June McHuen, Deputy

Contact: Arnai Maxey
925-674-7876

cc:

BACKGROUND: (CONT'D)

This change in business process has resulted in an increased workload, and the need for an additional Structural Engineer to review building plans. Currently, the process has increased the time for customers to receive building permits. Further, the amount of time and staff to assist customers to complete the process has also increased. By adding a Structural Engineer, the Department will be able to process applications more timely and efficiently, and wait times will be reduced for customers.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add this position will limit the ability of the Department of Conservation and Development to process building and planning applications efficiently and timely.

ATTACHMENTS

P300 45650 - Add 1 Structural Engineer in DCD