



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: January 5, 2021

Subject: Add Acct. Clerk Sup & Cancel ASA III

RECOMMENDATION(S):

ADOPT Personnel Adjustment Resolution No. 25662. To: add one (1) Account Clerk Supervisor (JDHD) (represented) at salary plan and grade K6X 1340 (\$4,945.28-\$6,315.33); and, cancel one (1) vacant Administrative Services Assistant III (APTA) (represented) position (#16641) at salary plan and grade ZB5 1631 (\$6,613.77-\$8,039.08), in the Office of the Sheriff.

FISCAL IMPACT:

An annual savings of \$20,794 to the Office of the Sheriff General Fund of which \$4,292 is retirement cost savings.

BACKGROUND:

Due to a restructuring of duties within the Sheriff's Personnel and Finance Divisions, adding an Account Clerk Supervisor will provide additional supervision of the fiscal unit and will allow for more cross-training, promotional growth and succession planning. In addition, canceling a vacant Administrative Services Assistant III position will provide a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/05/2021** ☒ 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 5, 2021

, County Administrator and Clerk of the Board of Supervisors

Contact: Hallie Wachowiak,
925-655-0003

By: June McHuen, Deputy

cost savings for other operational needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it will impede the organizational structure of the Office of the Sheriff.

ATTACHMENTS

P300 No. 25662