



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors

From: Monica Nino, County Administrator

Date: December 14, 2021

Subject: Salary Reallocation of Fire District Chief of Administrative Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25858 to reallocate the salary of Fire District Chief of Administrative Services (APDE) (unrepresented) from eleven step salary plan and grade B82 1894 (\$9,109.36 - \$11,660.76) to 5 step salary plan and grade B85 1894 (\$10,561.03 - \$12,837.00) and place the incumbent employee #60023 (Position #5681) at the new step 5, in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

Upon approval, the cost of reallocating the specific classification is approximately \$11,000 this fiscal year and has an annual impact of approximately \$22,000.

BACKGROUND:

The single position class of Fire District Chief of Administrative Services has overall responsibility for the operation of the payroll, personnel, fiscal and administrative functions in the Contra Costa County Fire Protection District. The Fire District Chief of Administrative Services receives general direction from and reports directly to the Fire Chief and is a key member of the District's executive management team.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/14/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Diane Burgis, District III
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 14, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Paul Reyes,
925-655-2049

cc:

BACKGROUND: (CONT'D)

The District is currently in the process of annexing East Contra Costa Fire Protection District (ECCFPD). As part of the annexation process, the staffing and salaries of ECCFPD were reviewed and it was noted that the comparable position within ECCFPD had a higher max base salary by approximately 10%. This action will align the Fire District Chief of Administrative Services salary scale with the comparable ECCFPD position.

CONSEQUENCE OF NEGATIVE ACTION:

The District may lose the services of a highly trained executive manager if this action is not approved.

ATTACHMENTS

P300 25858