



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: January 11, 2022

Subject: ADOPT P300 to establish new classification of PW Facilities Superintendent

RECOMMENDATION(S):

ADOPT Position Resolution No. 25868 to establish the new classification of Public Works Facilities Superintendent (GFDA) (represented) at Salary Plan and Grade ZA5 1006 (\$10,190 - \$12,386) and reclassify one Facilities Maintenance Manager (GFDG) (represented) position #1820, and it's incumbent, to the new Public Works Facilities Superintendent (GFDA) classification in the Public Works Department.

FISCAL IMPACT:

The annual cost of this action will be \$18,055 for salaries and benefits, including pension costs of approximately \$2,950.

BACKGROUND:

Countywide, there are two existing Facilities Maintenance Management incumbents, one assigned to the Public Works Department (PWD) and one assigned to the Health Services Department (HSD). Though many of the responsibilities are similar, the Public Works incumbent's level of scope and authority is far reaching and includes responsibility for the entire portfolio of County assets. Responsibilities include consultation on new facilities, remodels and renovations and project management for all County facilities, including

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/11/2022** ☒ 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 11, 2022

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

By: June McHuen, Deputy

Contact: Adrienne Todd,
925-313-2108

CCRMC and other HSD assets; overall County

BACKGROUND: (CONT'D)

compliance with the National Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), Department of Pesticide Regulation (DPR), Environmental Protection Agency (EPA) and local fire and building codes. The PWD incumbent also has countywide responsibility as it relates to wildfire smoke response and PG&E Public Safety Power Shutoffs (PSPS); whereas the latter class has responsibility for assets only assigned within HSD. Furthermore, there is inequity with span of control; the PWD incumbent oversees approximately 100 FTEs, whereas the HSD incumbent does not provide direct supervision of facilities maintenance staff.

To address scope and responsibility inequities between the PWD and HSD assignments, Public Works proposes to create a one incumbent classification, assigned specifically to Public Works, with a salary allocation commiserate with level of authority and responsibility of the position. The job description will define specific countywide responsibilities.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this action will allow inequity to exist between the two incumbent positions.

ATTACHMENTS

P300 25868 Establish PW Facilities 1.4.2022