



**Contra
Costa
County**

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: November 29, 2022

Subject: Increase hours of one vacant ISW from 20/40 to 40/40

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26069 to increase the hours of one vacant Institutional Services Worker-Generalist (1KVD) position #807 from 20/40 to 40/40 at salary plan and grade TB5 0922 (\$3,544 - \$4,308) in the Probation Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Department of approximately \$30,000.

BACKGROUND:

Contra Costa County Juvenile Hall is staffed with a team of Institutional Services Workers whom are responsible for custodial, laundry, and kitchen tasks to maintain the health and sanitary conditions within the facility. Juvenile Hall is a 300,000+ square foot facility that requires 24/7 staffing to meet the health and sanitary standards set by the Bureau of State and Community Corrections. Currently, overtime is being used to adequately staff the needs of the facility. However, the addition of a full time staff person would lessen the need for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 11/29/2022 ☒ 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: November 29, 2022

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

By: June McHuen, Deputy

Contact: Sarah Shkidt, (925)
313-4195

cc: Sylvia Wong Tam, Sarah Shkidt

overtime. Additionally, the part time position has been difficult to fill, and increasing the hours to a full time position will make this vacancy easier to fill.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the Department will continue to utilize overtime to appropriately staff facilities.

ATTACHMENTS

P300 Form 26069