



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ted Cwiek, Human Resources Director  
Date: January 11, 2011

Subject: P300 #20863 Cancel one (1) Clerk - Senior Level and Add one (1) Sheriff's Aide in the Support Services Bureau - Forensic Services Division.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 20863 to cancel one, vacant full-time Clerk-Senior Level (JWXC) (represented) position # 2522 at salary level 3RX-1033 (\$2,963 - \$3,784) and add one full-time Sheriff's Aide (64VF) (represented) position at salary level VN5-1119 (\$3,235-\$3,932) in the Office of the Sheriff-Support Services Bureau-Forensic Services Division.

**FISCAL IMPACT:**

Annual cost increase of \$3,466. 100% Proposition 69 (DNA Identification Fund) funding.

**Impact to Total Compensation:** The increase of \$3,466 reflects the net increase in total compensation related to this action.

**Impact to Pension:** Of the increase in total compensation of \$3,466, the increase to pension costs would be approximately \$659. Note this figure represents the County's share of pension costs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/11/2011** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes: DISTRICT IV - SEAT VACANT

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Gayle B. Uilkema, District  
II Supervisor  
Mary N. Piepho, District III  
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, 2011

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

By: EMY L. SHARP, Deputy

Contact: Eileen Devlin,  
925-335-1557

### BACKGROUND:

Reorganization and redistribution of workload within the Office of the Sheriff's Forensic Services Division has necessitated a realignment of staff. Recent automation has reduced the need for clerical support and highlights the need for additional assistance in the Criminalistics Laboratory. Additional help is required for evidence handling and transport, support assistance for laboratory staff, and chemical inventory control. To address this need, the Office of the Sheriff requests the cancellation of one Clerk-Senior Level position and the addition of one Sheriff's Aide position in order to improve efficiency and productivity within the Forensic Services Division.

### CONSEQUENCE OF NEGATIVE ACTION:

Negative action will result in no changes to the staffing composition of the Forensic Services Division.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### ATTACHMENTS

P300 No. 20863