



Contra
Costa
County

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

Subject: Add (2) Animal Service Clerk (BJXB) positions and Cancel (2) Clerk-Senior Level (JWXC) positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 20873 to add two permanent Animal Services Clerks (BJXB), and cancel two permanent Clerk-Senior Level (JWXC) in the Animal Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost savings to the Department of \$216.00, including an annual pension savings of \$36.00. There is no net County cost associated with this request.

BACKGROUND:

The Department's two shelters both continue to experience a significant increase in customer service volume. Human Resources has completed recruitment for the Animal Services Clerk classification and the eligible list has promulgated. The department has received approval to fill two vacant clerical positions. The two new Animal Services Clerks will provide a level of program services commensurate with the ongoing customer volume.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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

Clerks Notes:

VOTE OF SUPERVISORS

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

Contact: Al Prince, Animal
Services 335-8370

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

By: , Deputy

cc: Animal Services, Human Resources, Human Resources, Roxana Mendoza

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved the Department's ability to provide an effective level of program services to our customers will be impacted.

CHILDREN'S IMPACT STATEMENT:

N/A

CLERK'S ADDENDUM

RELISTED to January 18, 2010.

ATTACHMENTS

p-300 #20873