



**Contra  
Costa  
County**

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

Subject: P300 #20889 CANCEL one (1) Secretary - Advance Level (J3TG) and ADD one (1) Sheriff's Specialist (64VE) position in the Field Operations Bureau.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 20889 to cancel one (1) Secretary - Advanced Level (J3TG) (represented) position and add one (1) Sheriff's Specialist (64VE) (represented) position at salary level VN5 1285 (\$3,813-\$4,635) in the Sheriff's Department Field Operations Bureau.

**FISCAL IMPACT:**

Cost neutral.

**BACKGROUND:**

In September 2010, two Secretaries - Advanced Level incumbents retired. The Office of the Sheriff is in the process of realigning responsibilities and making necessary organizational adjustments to ensure operational continuity. The Sheriff's Specialist position will provide appropriate operational support to the Patrol Division, preparing crime statistics and performing project work rather than providing secretarial/clerical support. This position will be funded through the cancellation of one Secretary - Advanced Level position.

**CONSEQUENCE OF NEGATIVE ACTION:**

☒ 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

If this action is not approved the Field Operations Bureau will not be adequately staffed to provide operational support to the Patrol Division.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 20889