

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2021/###**

Recognizing the contributions of Dorcas Craig for her 20+ years of public service to Contra Costa County.

**WHEREAS**, in January 1996, Dorcas Craig began her service with the County as a personnel services staff in the Community Services Department, producing impeccable work with an outstanding ability to recognize problems before they became liabilities to the department; and

**WHEREAS**, in March 2003, the Community Services Department recognized Dorcas for her proactive stance to recommend elimination of positions and abolishment of classes that were no longer occupied and useful, an idea the County Administrator John Sweeten later considered; and

**WHEREAS**, in April 2003, the Community Services Department commended Dorcas for her leadership in the reorganization of the childcare substitute contracts during which she swiftly mobilized staff and gathered all necessary resources to make certain all 21 sites were fully staff by the April 1 deadline; and

**WHEREAS**, in July 2003, Dorcas transferred as Clerk-Specialist to the Treasurer-Tax Collector's Office, where she quickly met if not exceeded many expectations of her new position, showing a willingness and ability to take on additional responsibilities with confidence and ease; and

**WHEREAS**, in April 2010, Dorcas was hired as Senior Field Tax Collector, a position later reclassified as Tax Compliance Officer – Advanced, in which she showed the makings of a strong team player if not a team leader; she very ably dealt with the public and effectively maintained her workload while multi-tasking other assignments; and

**WHEREAS**, Dorcas is organized, efficient, extremely competent and has had an excellent rapport with staff. Her communication skills, both written and verbal, are strong; she has always arrived on time and been ready to work; her capacity for high quality and timely work seems to come natural; and

**WHEREAS**, Dorcas has assisted the office in implementing very technical and sophisticated systems; has made a significant contribution in delinquent tax collections; and has proven to be a valuable asset to the office.

**NOW, THEREFORE, BE IT RESOLVED**, that Dorcas Craig be recognized for her 20+ years of dedicated service to Contra Costa County, and for the high quality of work and contributions she rendered during such time.

**DIANE BURGIS**  
Chair, District III Supervisor

**JOHN GIOIA**  
District I Supervisor

**CANDACE ANDERSEN**  
District II Supervisor

**KAREN MITCHOFF**  
District IV Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

I hereby certify that this is a true and correct copy of and action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED:

Monica Nino

By: \_\_\_\_\_, Deputy