



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: July 24, 2018

Subject: Add and Cancel positions in the County Administrator's Office

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22324 to add one (1) Labor Relations Assistant (AD7C) (unrepresented) position at salary plan and grade B85 1308 (\$4,486-\$5,453) and cancel one (1) Secretary - Advanced (J3TG) (represented) position #14795 in the County Administrator's Office; and add one (1) Management Analyst (ADVB) (unrepresented) position at salary plan and grade B85 1434 (\$5,603-\$7,508) in the County Administrator's Office, Office of Re-entry and Justice.

FISCAL IMPACT:

The total annual cost of the board action will be \$102,355, with pension costs totaling \$34,800. The cost will be covered almost entirely by AB-109 funding (99.2%) and the remaining 0.2% covered by the General Fund.

BACKGROUND:

The requested action reflects the increased level of work for Labor Relations as well as the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/24/2018** ☒ 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: July 24, 2018

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

By: June McHuen, Deputy

Contact: Lisa Driscoll, (925)
335-1023

cc:

Office of Reentry and Justice.

BACKGROUND: (CONT'D)

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Labor Relations Unit and the Office of Re-entry and Justice will not have appropriate staff to meet the increased work demand.

ATTACHMENTS

P300 22324