



**Contra
Costa
County**

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: March 10, 2015

Subject: Position Adjustment to Temporarily Increase Hours of Two Positions and Cancel One 0.5 FTE position in the District I Supervisor's Office

RECOMMENDATION(S):

ADOPT Position Adjustment No. 21627 to 1) increase the hours of two (2) Board of Supervisors Assistant-Specialist (J994) (unrepresented) positions, #2480 and #2471, from 20/40 to 30/40 effective 3/9/15, and from 30/40 to 40/40 effective 3/23/15, effective until such time that a new Chief of Staff is permanently hired; and 2) cancel one part-time (20/40) Board of Supervisors Assistant-Specialist position #11789, in the District I Board of Supervisors Office effective 3/9/2015.

FISCAL IMPACT:

This action will result in an estimated general fund cost of \$13,000.

BACKGROUND:

The District I Board of Supervisors Office is experiencing a staff turnover that requires the additional support of two part-time (20/40) staff members. In January, the former chief of staff resigned to take a job at the City of Richmond and the current chief of staff will be resigning effective this month to take a job at the Bay Area Air Quality Management

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: 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: March 10, 2015

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

By: June McHuen, Deputy

Contact: Luz Gomez, (510)
231-8686

District.

BACKGROUND: (CONT'D)

To minimize the impact of this second resignation and ensure continuity of office operations and constituent services, the office is requesting to increase the hours of two part-time specialist positions.

The District I office is actively recruiting to fill the upcoming vacant chief of staff position and anticipates to hire within the next few months. Once the new chief of staff is hired, the District I office will return to the Board with a position adjustment request to decrease the two position hours back to part-time (20/40).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District I Board of Supervisors Office will not be able to meet their staffing needs in the absence of a chief of staff.

CHILDREN'S IMPACT STATEMENT:

None.

ATTACHMENTS

AIR 21092 P300 21627 District 1