



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: April 14, 2015

Subject: P300 No. 21647 to Decrease Position Hours of one BOS Assistant Specialist

RECOMMENDATION(S):

ADOPT Position Adjustment No. 21647 to decrease the hours of one (1) Board of Supervisors Assistant-Specialist (J994) (unrepresented) position, #2471, from full time to part time (30/40) effective April 1, 2015, in the District I Board of Supervisors Office.

FISCAL IMPACT:

Upon approval, this action would offset about \$3,250 of the \$13,000 estimated cost increase associated with Position Adjustment Request No. 21627, which increased the position's hours to 40/40 as approved by the Board of Supervisors on March 10, 2015.

BACKGROUND:

In an effort to minimize the impact of two recent chief of staff resignations and ensure continuity of office operations and constituent services, the District I Office previously requested to increase the hours of position no. 2471. However, the incumbent of the position is unable to fulfill the full time hours. Therefore, the District I Office is requesting to decrease the position's hours to part time (30/40).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2015** ☒ 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: April 14, 2015

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

By: Chris Heck, Deputy

Contact: Kate Rauch, (510)
231-8686

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, this position in the District I Board of Supervisors Office will not reflect the part time hours to which the incumbent can commit.

ATTACHMENTS

P300 21647 BOS Asst FT to PT District

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