



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: August 18, 2015

Subject: P300 to Decrease Position Hours of One BOS Assistant Specialist

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**RECOMMENDATION(S):**

ADOPT Position Adjustment No. 21713 to decrease the position hours of one (1) Board of Supervisors Assistant-Specialist (J994) position, #2471, from 30/40 to 20/40, effective August 1, 2015, in the District I Board of Supervisors Office.

**FISCAL IMPACT:**

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

**BACKGROUND:**

On March 10, 2015, the Board of Supervisors approved Position Adjustment No. 21627, increasing the position hours of position no. 2471 from 20/40 to 40/40 to minimize the operational and staffing impacts of two chief of staff resignations. On April 14, 2015, the Board of Supervisors approved Position Adjustment No. 21647, decreasing the position hours of position no.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/18/2015** ☒ 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: August 18, 2015

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

By: Chris Heck, Deputy

Contact: Enid Mendoza, (925)  
335-1039



BACKGROUND: (CONT'D)

2471 from 40/40 to 30/40 due to the incumbent's inability to fulfill the full-time hours.

On June 1, 2015, the District I Office permanently filled the chief of staff position and since then the office has transitioned responsibilities to the incumbent. Therefore, the District I Office is requesting, in agreement with the incumbent of position no. 2471, to decrease the position hours back to 20/40 as originally budgeted and aligned with other district office FTEs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved this position will continue working more work hours that is necessary to fulfill the responsibilities of the desk.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21713

AIR 22741 P300 21713 Dist 1 Decrease