



**Contra
Costa
County**

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: December 20, 2016

Subject: Add one full-time Legal Assistant position and cancel one full-time Clerk-Experienced Level position in the Office of the County Counsel

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21999 to add one (1) full-time Legal Assistant (2Y7B) (represented) position at salary level ZB5 1337 (\$4,349- \$5,287) and cancel one (1) vacant full-time Clerk Experienced Level (JWXB) position No. 15561 at salary level 3RH 0750 (\$2,905 - \$3,605) in the Office of the County Counsel.

FISCAL IMPACT:

The cost increase will be absorbed by the service fee for client billings.

BACKGROUND:

Legal Assistants are trained to assist with litigation matters, document and pleading assembly and review as well as other critical legal functions that fall between the clerical and attorney level of assignments. The addition of a Legal Assistant position will best serve the current needs of the office by creating efficiency for the Department and the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/20/2016** ☒ 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: December 20, 2016

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

By: June McHuen, Deputy

Contact: Wanda McAdoo, (925)
335-1811

CONSEQUENCE OF NEGATIVE ACTION:

Denial of this request will hamper the Department's ability to streamline operations and create operational efficiencies.

ATTACHMENTS

P300 21999 Legal Assistant - County Counsel