



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: February 14, 2017

Subject: Add one Executive Secretary-Exempt position and cancel one vacant Executive Secretary-DCSS position in the Department of Child Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22026 to add one (1) Executive Secretary-Exempt (J3T5) (unrepresented) position at salary plan and grade B85 1445 (\$4,842-\$5,339) and cancel one (1) vacant full-time Executive Secretary-DCSS (J3TJ) (unrepresented) position at salary plan and grade B85 1445 (\$4,842-\$5,339) in the Department of Child Support Services.

FISCAL IMPACT:

There is no fiscal impact to this request.

BACKGROUND:

The Executive Secretary-DCSS position has been vacant for multiple years. With the appointment of a new Director of Child Support Services, there is need to recruit this position. Because of the highly confidential and sensitive nature of the work that will be performed in this assignment, this position is best classified as exempt. This action will allow greater flexibility in the recruitment and management of the position. Also, the usage

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/14/2017** ☒ 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: February 14, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Adrienne Todd, (925)
313-4454

cc: Adrienne Todd

of an exempt Executive Secretary position will be align with other County Department Heads that utilize that classification.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will result in the position remaining a part of the merit classification system and recruitment and management efforts would be restricted by the merit classification system rules.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22026 DCSS