



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: May 23, 2017

Subject: Introduce Ordinance Code 2017-06 to Exempt from the Merit System classification Chief Deputy Public Administrator

**RECOMMENDATION(S):**

INTRODUCE Ordinance Code 2017-06 amending the County Ordinance Code to exclude from the Merit System the classification of Chief Deputy Public Administrator-Exempt, WAIVE READING and Fix June 6, 2017, for adoption.

**FISCAL IMPACT:**

Upon approval, this action has no fiscal impact.

**BACKGROUND:**

In October of 2015, the Board of Supervisors approved the transfer of the Office of the Public Administrator from the Office of the District Attorney to Health Services Department and appointed Dr. Walker, Health Services Director, as the County's Public Administrator. The primary function is to protect and manage the estates of descendants and at-risk individuals assigned to the County.

The Chief Deputy Public Administrator is a single position classification assigned to plan,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **05/23/2017** ☒ 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: May 23, 2017

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

Contact: Dorette McCollumn  
(925) 957-5240

By: June McHuen, Deputy

organize and direct

### BACKGROUND: (CONT'D)

the activities of the Public Administrator's office. The incumbent reports directly to and receives direction from the Health Services Director. It is a highly specialized classification with its role and responsibility being governed by Probate Laws. The incumbent requires extensive knowledge of laws and regulations; probate, civil, tax and other laws affecting the administration of estates and of processes involved in the investigation and administration of estate including real estate practices, landlord and tenant laws, banking and other financial procedures. In order to maintain maximum responsiveness on the part of the incumbent, the Department is requesting to exempt this classification from the County's Merit System.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to obtain Board approval will impede the Department's ability to effectively manage its Public Administrator's operations.

### ATTACHMENTS

AIR 29194 Ordinance No 2017-06

Ordinance No. 2017-06 Exclude from the Merit Chief Dep Public Admin-Exempt