



**Contra
Costa
County**

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: February 27, 2018

Subject: Add one full-time Legal Assistant position and cancel one vacant Senior Legal Coordinator position in the Office of the County Counsel

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22239 to add one (1) full-time Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (\$4,480 - \$5,446) and cancel one (1) vacant full-time Senior Legal Coordinator (JWTA) (represented) position #5769 at salary plan and grade 3RX 1290 (\$4,266 - \$5,447) in the Office of the County Counsel.

FISCAL IMPACT:

None.

BACKGROUND:

The Legal Assistant position will help the office achieve greater efficiency by utilizing someone skilled in litigation matters, document management systems, 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 will best serve the current needs of the office and the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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

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: February 27, 2018

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 result in inefficiencies by requiring attorneys to perform duties that are quasi legal, and relying on clerks to work out of class.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 32737 P300 22239