



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: May 22, 2018

Subject: Add Executive Secretary-Exempt, Cancel Clerk-Senior Level position in Department of Information Technology

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22278 to add one (1) Executive Secretary-Exempt (J3T5) (unrepresented) position at salary plan and grade B85 1445 (\$4,988-\$5,499) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position #10255 at salary plan and grade 3RX 1033 (\$3,307-\$4,223) in the Information Technology Department.

FISCAL IMPACT:

This transaction will result in approximately \$8,436 additional cost to the Department this fiscal year and \$55,700 annually. The Department of Information Technology charges for all services and additional cost will be recovered through service fees charged to user departments that include revenue generated from non-general fund departments and other public agencies.

BACKGROUND:

The Department of Information Technology currently does not have an administrative position to assist the Chief Information Officer (CIO), the soon to be hired Assistant CIO, and the three Deputy CIO's. This position was eliminated due to budget cuts several years

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/22/2018** ☒ 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
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 22, 2018

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

By: June McHuen, Deputy

Contact: Marc Shorr, CIO
925-608-4071

cc:

ago. Adding this position will alleviate the CIO and other high level staff from performing normal day-to-day administrative tasks, such as coordinating

BACKGROUND: (CONT'D)

meetings and communications back and forth with other County Departments. This new Executive Secretary-Exempt position will be key in assisting the CIO and other Senior staff, thus allowing them to focus on the department's strategic objectives. The reason the Department is requesting an exempt position is that they will be exposed not only to confidential information, but also detailed technical information that includes security content.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the CIO, Assistant CIO and three (3) Deputy CIO's will be unable to spend the majority of their time and energy concentrating on the restructuring and building of technology efficiencies throughout the County, which will impact their ability to fulfill the directives given by the County Administrator's office.

ATTACHMENTS

P300 22278 Add Exec Scty Cxl Clerk-Sr Lvl in DoIT