



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: August 7, 2018

Subject: Adopt Resolution No. 2018/450 Adjusting Salary and Steps of Specific Classifications and Incumbents

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**RECOMMENDATION(S):**

Adopt Position Resolution No. 2018/450 for the following actions: effective August 8, 2018, reallocate the classification of Executive Assistant I to Co Administration-Exempt (J3V2) from salary level B85-1354 (\$4,694.97-\$5,706.76) to salary level B85-1354 (\$4,694.97-\$5,992.10); and effective August 8, 2018, reallocate the classification of Labor Relations Assistant (AD7C) from salary level B85-1308 (\$4,485.93-\$5,452.67) to salary level B85-1106 (\$4,485.93-\$5,725.31); place employees #61167 and #74069 at Step 6.

**FISCAL IMPACT:**

The costs associated with these actions (annually under \$10,000 in total) are budgeted in each affected department in FY 2018/19.

**BACKGROUND:**

This action, which adds one five percent (5%) step to each of the classifications, will help to ensure that Clerk of the Board and Labor Relations units continue to retain highly qualified and trained staff. Both the Executive Assistant I position in the Clerk of the Board unit and the Labor Relations Assistant position are unique positions that have contact with all levels of County personnel and requires specialized programmatic and/or labor knowledge and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **08/07/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Candace Andersen, District II 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: August 7, 2018

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

Contact: Lisa Driscoll, Finance  
Director (925) 335-1023

By: June McHuen, Deputy

skills.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the office of the Clerk of the Board and Labor Relations Manager may struggle to retain key support personnel.

ATTACHMENTS

Resolution No. 2018/450