



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 11, 2020

Subject: Retitle Redevelopment Project Manager - Project to Economic Development Project Manager; Add one position to Department of Conservation & Development

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22446 to retitle the classification of Redevelopment Project Manager - Project (5AH4) (unrepresented) at salary plan and grade C85 1788 (\$7,503 - \$9,121) to Economic Development Project Manager (5AHF) (represented) at salary plan and grade ZA5 1005 (\$7,503 - \$9,121) and add one (1) position in the Department of Conservation and Development.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$170,500 of which \$30,000 represents annual pension costs. The cost of this position is funded in the Department of Conservation and Development's FY 19-20 approved budget.

BACKGROUND:

In July 2017, the Economic Development Manager - Exempt position was created and added to the Department of Conservation and Development. This was the result of a need to expand the County's economic development activities. When the position was added by the Board, it was anticipated that the Department of Conservation and Development would also add an additional staff person to dedicate necessary resources to this work. As a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/11/2020** ☒ 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
Federal D. Glover, District V
Supervisor

ABSENT: Karen Mitchoff, District IV
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 11, 2020

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

By: June McHuen, Deputy

Contact: Kelli Zenn, (925)
674-7726

consequence, when the Board approved dedicated funding to the Department for the expanded economic development activities, the amount of funding allocated was based on the estimated cost of adding the Economic Development Manager and one subordinate staff.

BACKGROUND: (CONT'D)

This position will act as the second Economic Development staff person. The Economic Development Project Manager will work closely with the Economic Development Manager - Exempt to develop and implement an Economic Development Strategy for the County and perform a wide variety of tasks to promote jobs, increase tax revenue and retain, expand and attract business. This position will also serve as a project manager for assigned economic development projects and programs, and serve as an ombudsperson between DCD staff and business stakeholders.

CONSEQUENCE OF NEGATIVE ACTION:

If this item is not approved, the County will not have the required staff resources to develop and implement the Economic Development Strategy for the County.

ATTACHMENTS

P300 22446_ 35029_ P300 22446 Economic Dev Proj Manager