



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: January 22, 2019

Subject: Add one Clerk-Experienced Level Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22407 to add one (1) full-time Clerk-Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$3,082.83 - \$3,824.99) in the Office of the County Counsel.

FISCAL IMPACT:

The cost of this position will be \$61,151 annually, including an estimated \$10,308 for retirement costs. All costs will be recovered through client billable hours.

BACKGROUND:

This Office has had a 44% turnover in clerical staff since 2015, losing several of our more experienced staff members. This problem is compounded by the fact that in this year alone we have seen a significant up tick in litigation managed by the General Law Division. This Office cancelled a clerical position to add a Legal Assistant position in early 2018. The addition of the Legal Assistant was essential to our operation, especially as we begin sorting through and developing case and document management systems. The General Law Division support staff to attorney ratio is not adequate. After several months of working with our current support staff structure, we find ourselves in the unfortunate position of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/22/2019** ☒ 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: January 22, 2019

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

By: Jami Napier, Deputy

Contact: Wanda McAdoo, (925)
335-1811

frequently being one clerk short.

CONSEQUENCE OF NEGATIVE ACTION:

Foreseeable, potential consequences of a decision not to approve this request may be department inefficiencies, such as missed deadlines, work deferment and disruption in the provision of legal support services; as well as diminished work quality and job satisfaction, both for attorneys and the support staff.

ATTACHMENTS

P300 No. 22407