



**Contra
Costa
County**

To: Board of Supervisors
From: Todd Billeci, County Probation Officer
Date: February 12, 2019

Subject: P300 to add one Administrative Services Assistant II (APVA)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22408 to add one (1) Administrative Services Assistant II (APVA) (represented) position at salary plan and grade ZB5 1475 (\$5,290-\$6,430) in the Probation Department.

FISCAL IMPACT:

Upon approval, this personnel action will have an annual cost savings of approximately \$3,046.

BACKGROUND:

As part of the FY 18-19 budget, the Probation Department was allocated funds for a Data Analyst position to help assess the effectiveness of the Probation Department's programming. However, the department did not add a position at that time. After discussions with the Human Resources Department, it was determined that an Administrative Services Assistant II position will better meet the needs of the department.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/12/2019** ☒ 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: February 12, 2019

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

Contact: Danielle Fokkema,
(925) 313-4195

By: Jami Napier, Deputy

If this action is not approved, the Probation Department will not have the proper position to provide the necessary analysis.

ATTACHMENTS

P300 No. 22408