



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 12, 2019

Subject: P300 No. 22414 to Increase the Position Hours of one BOS Assistant Specialist and Decrease the Positions Hours of the General Secretary

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22414 to increase the hours of one (1) Board of Supervisors Assistant-Specialist (J994)(unrepresented) position (#14748) from part-time (16/40) to part time (20/40) and decrease the hours of one (1) Board of Supervisors Assistant-General Secretary (J993)(unrepresented) position (#2477) from part-time (24/40) to part-time (20/40) in the District II Supervisor's Office.

FISCAL IMPACT:

Upon approval, this action has no impact on authorized FTE and increases the annual costs to the District by the estimated cost of the County's healthcare subsidy (\$15,800) and wages (\$2,500).

BACKGROUND:

The requested action increases the hours of one vacant position by four (4) hours per week and offsets that increase by reducing the hours of another vacant position by four (4). The change to the District Office's hourly positions will maintain alignment with other district office FTEs. The increased cost is due to both of the positions being eligible for a healthcare premium subsidy.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
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: Lisa Driscoll, County Finance Director (925) 335-1023

By: Jami Napier, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District will have insufficient specialist hours available for staffing.

ATTACHMENTS

P300 No. 22414