



Contra
Costa
County

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

Subject: Add one Secretary - Journey Level 32/40 position and cancel one Administrative Analyst 50/50 position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22422 to add one (1) part-time (32/40) Secretary-Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 (\$3,467 -\$4,779) and cancel one (1) part-time (20/40) Administrative Analyst (APWA) (represented) position number 10501 at Salary plan and grade ZB5 1277 (\$4,349 - \$5,286) in the County Administrator's Office, Contra Costa Television Division.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost savings of \$12,018. (100% Cable TV Franchise Fees)

BACKGROUND:

The Administrative Analyst position has recently become vacant and, after a review of operational needs it was determined that the classification of Secretary-Journey Level would better fit the organization going forward.

☒ 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

By: Jami Napier, Deputy

Contact: Susan Shiu (925)
313-1183

cc: Laura Strobel

CONSEQUENCE OF NEGATIVE ACTION:

Operational needs of the department will not be met, high level administrative support will not be available to the Director and Operations Director for CCTV.

ATTACHMENTS

P300 #22422