



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: April 9, 2019

Subject: Add and Cancel positions in the County Administrator's Office

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22437 to add one (1) Labor Relations Assistant (AD7C)(unrepresented) position at salary plan and grade B85 1106 (\$4,485.93-\$5,725.31) effective April 9, 2019, and cancel one Labor Relations Assistant (AD7C)(unrepresented) position (No. 6639) effective May 2, 2019, in the County Administrator's Office.

FISCAL IMPACT:

The action will result in a cost savings due to the retirement of an employee at top step. The positions are in the General Fund.

BACKGROUND:

A long-term employee is retiring effective May 1, 2019. An employment list exists and it is expected that the position will be filled immediately. The requested action will allow for a three week cross training period.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Labor Relations Unit will not have appropriate staff to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/09/2019** ☒ 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: April 9, 2019

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

By: Jami Napier, Deputy

Contact: Lisa Driscoll, (925)
335-1023

meet work demand.

ATTACHMENTS

AIR 37409 P300 22437 Board Date
4.9.2019