



Contra Costa County

To: Board of Supervisors
From: David Twa, County Administrator
Date: January 26, 2010

Subject: P300 #20768 Add one Chief Assistant County Administrator and Cancel one Assistant

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 20768 to add one (1) Chief Assistant County Administrator (ADB1) and cancel one (1) Assistant County Administrator (ADB4) position #10293 in the office of the County Administrator as recommended by the Assistant County Administrator-Human Resources Director.

FISCAL IMPACT:

This position is budgeted in the General Fund in the Office of the County Administrator.

BACKGROUND:

Historically, the County Administrator's Office had operated with a Chief Assistant County Administrator and an Assistant County Administrator. During the tenure of the last County Administrator, the incumbents of both of these positions retired and the Chief Assistant County Administrator position was downgraded to an Assistant County Administrator position. This action was taken to provide a position with responsibility for leading the Children's Services initiative and providing oversight of the County's services for at-risk children. Since that time the Children's

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/26/2010** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Gayle B. Uilkema, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Susan A. Bonilla, 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 26, 2010

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

By: June McHuen, Deputy

Contact: Gladys Scott Reid
335-1722

BACKGROUND: (CONT'D)

Services initiative position has been moved to the Employment and Human Services Department. The Board of Supervisors and County Administrator continue to recognize the need for a senior level assistant in the Office of the County Administrator, have had plans to fill a senior level position for some time, and have recently selected a candidate. This action will more appropriately classify the principal assistant to the County Administrator in planning, organizing, directing and coordinating the activities of the County Administrator's Office.

ATTACHMENTS

P300 20768 - Add and Cancel