



Contra
Costa
County

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: October 8, 2019

Subject: Add one Administrative Services Assistant II Position and Cancel one Clerk-Specialist Level Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22506 to add one (1) Administrative Services Assistant II (APVA) (represented) position at salary plan and grade ZB5 1475 (\$5,502-\$6,687), and cancel one (1) Clerk-Specialist Level (JWXD) (represented) vacant position (17621) at salary plan and grade 3RX 1156 (\$4,001-\$5,110) in the Clerk-Recorder Department.

FISCAL IMPACT:

There is an increase in cost of \$18,932.16, which is offset by savings from the cancellation of the Clerk-Specialist position and Position Adjustment Resolution No. 22436 (approved by the Board on July 30, 2019).

BACKGROUND:

The current County Clerk-Recorder was appointed by the Board of Supervisors in 2013. The prior incumbent had held the office for over 25 years. After careful and detailed analysis of department policies, past and current operations, and actual and projected future needs, the County Clerk-Recorder designed an administrative reorganization to address issues with coverage and oversight, and to centralize administrative functions. Historically

☐ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/08/2019** ☒ 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: October 8, 2019

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

By: June McHuen, Deputy

Contact: Debi Cooper (925)
335-7910

cc: Debi Cooper

many operational functions such as contracting, purchasing, and travel coordination had been isolated within the Divisions, resulting in duplication of efforts and increased costs.

BACKGROUND: (CONT'D)

Legislative, legal and operational changes in division and departmental operations created a need to review workflow and job responsibilities. The resulting reorganization allows the department to make improvements in cross-training, operational efficiencies and resource sharing across division lines. It expands staff flexibility and provides appropriate department oversight.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to appropriately oversee and perform department functions could create serious legal and financial issues for the County, particularly when associated with highly scrutinized election processes.

ATTACHMENTS

P300 No. 22506_Add ASA II Cxl Clerk Spec in CCR