



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 10, 2020

Subject: Add one (1) Secretary – Advanced Level position in the Department of Conservation and Development

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25582 to add one (1) Secretary – Advanced Level (J3TG) (represented) position at Salary Plan and Grade 3R2 1163 (\$4,162.07–\$5,327.80) in the Department of Conservation and Development.

FISCAL IMPACT:

Upon approval, this action will cost approximately \$110,039. This position will be funded by Land Development fees.

BACKGROUND:

In June 2018, the Department of Conservation and Development ("DCD") received approval to add three (3) Planner I positions. These positions increased the number of Planner positions assigned to the current Planning Division. As of August 2019, all vacant Planner positions have been filled in the current Planning Division.

There are 25 non-support staff in the current Planning Division. Currently, there are two (2) Secretaries in the division. One of the two Secretaries primarily supports the Deputy Director, leaving the other to support the rest of the planning staff. There are also two (2)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/10/2020** ☒ 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: March 10, 2020

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

By: June McHuen, Deputy

Contact: Kelli Zenn, (925)
674-7726

cc: Kelli Zenn

Clerks assigned to the current Planning

BACKGROUND: (CONT'D)

Division. However, the Secretaries provide advanced level support to the Planning staff such as meeting minutes and agendas for the various commissions and committees (i.e. Planning and Zoning Commissions). The current workload for the Secretary is unmanageable, thus the need to add an additional Secretary - Advanced Level for the current Planning Division.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add a Secretary-Advanced Level to provide advanced level support, may impact the Planning and Zone Committees response time to the various committees and commission members.

ATTACHMENTS

P300 25582 Add one Secretary Adv Level in DCD