



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: December 10, 2019

Subject: Add one full-time Legal Assistant and cancel one Clerk Senior Level

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22552 to add one (1) full-time Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (\$4799.41-\$5833.72) and cancel one (1) vacant full-time Clerk Senior Level (JWXC) (represented) position # 5782 at salary plan and grade 3RX 1033 (\$3542.74-\$4524.23) in the Office of the County Counsel.

FISCAL IMPACT:

This action will result in an annual cost of approximately \$24,900, including \$4,600 in pension costs - all recovered by charges for legal services.

BACKGROUND:

The Legal Assistant position will help the office achieve greater efficiency by utilizing someone skilled in litigation matters, document management systems, document and pleading assembly and review, as well as other critical legal functions that fall between the clerical and attorney level of assignments. The addition of a Legal Assistant will best serve the current needs of the office and the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/10/2019** ☒ 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: December 10, 2019

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

By: June McHuen, Deputy

Contact: Wanda McAdoo,
(925) 335-1811

CONSEQUENCE OF NEGATIVE ACTION:

Denial of this request will result in work inefficiencies and delays.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 40064 P300 22552