



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 4, 2020

Subject: Increase the hours of one (1) Board of Supervisors Special Assistant - Specialist Level (J994).

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22575 to increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) from part-time (20/40) to part-time (24/40) and to decrease the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) from part-time (20/40) to part-time (16/40) in the Board of Supervisors, District I Office.

FISCAL IMPACT:

Cost neutral

BACKGROUND:

The District I Board of Supervisors' Office has a need to increase the hours of a part-time Special Assistant by four (4) hours each week, due to the incumbent absorbing the responsibilities of another part-time employee who retired effective November 1, 2019. Increasing the position from part-time (20/40) to part-time (24/40) will permit the position to operate three (3) full days per week in order to complete work necessary to support the Supervisor's goals. The vacant Specialist position will be reduced from part-time (20/40) to part-time (16/40) to fund the increased hours.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/04/2020** ☒ 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: February 4, 2020

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

By: June McHuen, Deputy

Contact: Cynthia Harvey,
510-231-8687

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without this modification, the Board of Supervisors' District I Office will be unable to fully address the business needs of the office.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22575