



**Contra  
Costa  
County**

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

Subject: RECLASSIFY ONE BOARD OF SUPERVISORS ASSISTANT-GENERAL SECRETARY TO  
SPECIALIST

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22576 to reclassify one Board of Supervisors Assistant-General Secretary (J993) (unrepresented) position (#2489) and its incumbent to Board of Supervisors Assistant-Specialist (J994) in the Board of Supervisors, District III.

**FISCAL IMPACT:**

This action will increase total compensation by approximately \$8,300, which includes an increase to employer pension costs of \$1,568, annually. 100% General Fund.

**BACKGROUND:**

This recommendation is to reclassify one Board of Supervisors Assistant - General Secretary to Board of Supervisors Assistant - Specialist along with the position incumbent. In the past year, this position has assumed complex duties in the office including staffing the Blackhawk P2A Advisory Committee and the Agricultural Policy Working Group. In addition, the incumbent has also been assigned as primary staff for public safety and justice systems, and continues to serve as primary staff for multiple transportation committees. Under general supervision, the incumbent routinely performs specialized work, including drafting letters, representing Supervisor Burgis at meetings with constituents and providing

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
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: Mark Goodwin, (925)  
252-4500

cc:

feedback on policy. The Specialist classification more appropriately reflects the duties of the incumbent within the District III office.

CONSEQUENCE OF NEGATIVE ACTION:

The position and incument will not be reclassified.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22576