



# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

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

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## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22598 to increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) position from part-time (20/40) to full-time (40/40) and cancel one part-time (20/40) Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) 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 twenty (20) hours each week, due to workload related to COVID-19, effective March 9, 2020. Increasing the position from part-time (20/40) to full-time (40/40) will permit the position to operate five (5) full days per week in order to complete work necessary to support the District's needs. The vacant Specialist position will be eliminated to fund the increased hours.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **04/14/2020** ☒ 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: April 14, 2020

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

By: June McHuen, Deputy

Contact: Cynthia Harvey,  
510-231-8687

**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:**

Not applicable.

**ATTACHMENTS**

P300 25598 - Increase Hours.