



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Susan Shiu, Communication and Media Director  
Date: May 12, 2020

Subject: Increase the hours of one (1) Video Production Assistant from 20/40 to 30/40

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25601 to increase the hours of one (1) Video Production Assistant (ADWA) (represented) position at salary plan and grade TB5 0964 (\$3,317 - \$4,032) from part time (20/40) hours to part time (30/40) hours in the Office of Communications and Media.

**FISCAL IMPACT:**

The annual cost of this increase is approximately \$15,000. However, there is a current vacancy in the department that will help offset the cost for this increase. Further, the department has sufficient fund balance to support this added cost in the future.

**BACKGROUND:**

As a result of demands for CCTV's services, including support for COVID-19 video needs for public education, and continued support for meetings that are televised and streamed online, an increase in hours for the Video Production Assistant, a classified position, from 20 to 30 hours per week will help meet these needs and ensure continuity of CCTV operations that support countywide public information.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/12/2020** ☒ 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: May 12, 2020

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

By: June McHuen, Deputy

Contact: Sarah Shkidt (925)  
335-1042

cc:

**CONSEQUENCE OF NEGATIVE ACTION:**

With the need to support and plan for continuity of operations with limited staff, negative action would impact CCTV operations.

## ATTACHMENTS

P300 25601: Video Prod Asst PT 20/40 to 30/40 in  
CAO/OCM