



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Esa Ehmen-Krause, County Probation Officer  
Date: January 5, 2021

Subject: Add one Administrative Services Assistant III position in the Probation Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25664 to add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$6,613.76 - \$8,039.07) in the Probation Department.

**FISCAL IMPACT:**

Upon approval, this request has an annual cost of approximately \$150,741 which includes \$30,876 in pension costs. This cost is 100% funded by Juvenile Justice Crime Prevention Act (JJCPA) revenue.

**BACKGROUND:**

At the last Juvenile Justice Coordinating Council (JJCC) meeting, the Probation Department reported that they have a large fund balance in JJCPA revenue. It is the desire of the JJCC to contract these unspent dollars with Community Based Organizations (CBOs). The Probation department currently employs one ASA III whose responsibility is to draft, support and oversee all the department's contracts. This employee does not have the capacity to handle these additional contracts. As a result, the Probation Department is requesting an additional

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **01/05/2021** ☒ 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: January 5, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Danielle Fokkema,  
925-313-4195

By: June McHuen, Deputy

ASA III to handle all the JJCPA contracts.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will be insufficient administrative support for the department's contracting needs.

ATTACHMENTS

P300 No. 25664