



**Contra
Costa
County**

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: February 9, 2021

Subject: Position Adjustment to add one Legal Assistant and cancel one Civil Litigation Secretary

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25690 to add one full-time Legal Assistant (2Y7B) (represented) at salary plan and grade ZB5 1337 (salary range \$4943.40 - \$6,008.73) and cancel one vacant full-time Civil Litigation Secretary (J3TH) (represented) position number 10339 at salary plan and grade 3R5 1253 (salary range \$4,548.88- \$5,529.20) in the Office of the County Counsel.

FISCAL IMPACT:

The annual cost of this action will total \$4,734, including \$1,278 of pension costs. The cost will be funded 100% by the General Liability Insurance Internal Service Fund.

BACKGROUND:

In August 2018, the Tort and Civil Rights Litigation Division lost a 20+ year veteran Civil Litigation Secretary to an internal promotion in the General Law Division. Since then, this position has remained unfilled. After exploring different models to properly support the division staffed with six attorneys, it became clear that an additional Legal Assistant is needed to assist attorneys with document intensive cases that require extensive review and preparation. Furthermore, an additional

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/09/2021** ☒ 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: February 9, 2021

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

By: June McHuen, Deputy

Contact: Wand McAdoo 925
655-2211

cc: Wanda McAdoo, Sylvia Wong Tam

Legal Assistant position will allow the attorneys more time to concentrate on attorney tasks.

CONSEQUENCE OF NEGATIVE ACTION:

Foreseeable, potential consequences of a decision not to approve this request may be department inefficiencies, such as missed deadlines, work deferment and disruption in the provision of legal support services; as well as diminished work quality and job satisfaction, both for attorneys and the support staff.

ATTACHMENTS

P300_ 25690

Union Notification _Local 21

Union Notification_Local 2700