



**Contra  
Costa  
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: June 8, 2021

Subject: Add one (1) Information Systems Specialist II Position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25730 to add one (1) Information Systems Specialist II (LTVA) (represented) position at Salary Plan and Grade TB5 1393 (\$5,225 - \$6,351) in the Department of Conservation and Development ("DCD").

**FISCAL IMPACT:**

Upon approval, this action will result in an annual personnel costs of approximately \$127,500 of which \$24,400 is pension costs. The position will be funded 100% by land development funds.

**BACKGROUND:**

In March 2020, many of the Department of Conservation and Development's processes changed significantly due to COVID-19. For example, all building and planning applications are now received online, and Application and Permit Center operations are 100% paperless. These changes have had a number of positive benefits for the public and have improved the efficiency of a number of permit review processes, but there has also been an increased need for Information Technology (IT) staff to provide desktop user support, to update and upgrade computer systems, and provide user training. This Information Systems Specialist

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **06/08/2021** ☒ 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: June 8, 2021

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

By: June McHuen, Deputy

Contact: Arnai Maxey (925)  
674-7876

II position will help the Department meet the need for more assistance with computer related problems, application support for a variety of desktop computer equipment, and planning and coordination of user training. This position will also assist with other IT projects as needed.

**CONSEQUENCE OF NEGATIVE ACTION:**

Failure to add this position will result in insufficient staffing to perform IT related functions that support DCD users as well as the customers served by DCD.

**ATTACHMENTS**

P300 25730\_Add 1 Info Systems Specialist II in DCD