



**Contra
Costa
County**

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: May 11, 2021

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

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25728 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 April 2021 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 Administrative Services Assistant (ASA) III assigned to the Juvenile division whose responsibility is to draft, support and oversee all the department's juvenile contracts. As the need for juvenile contracts has increased, it has become clear that this employee does not have the capacity to handle the contracting needs

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/11/2021** ☒ 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: May 11, 2021

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

Contact: Danielle Fokkema,
925-313-4195

By: June McHuen, Deputy

of the juvenile division. As a result, the Probation Department is requesting an additional ASA III to help with the contracting needs.

CONSEQUENCE OF NEGATIVE ACTION:

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

ATTACHMENTS

P300 25728