



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: June 8, 2021

Subject: Reclassify Assistant Tax Collector (S5DF) To Assistant Tax Collector – Exempt (S5D1)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25745 reclassify one Assistant County Tax Collector (S5DF) (unrepresented) position (#16491) and the incumbent to Assistant County Tax Collector - Exempt (S5D1) and place at step 6 on Salary Plan and Grade B85 1918 (\$8,790 - \$11,780) in the Treasurer Tax Collector's Department effective 6/1/2021.

FISCAL IMPACT:

There is no fiscal impact because the salary will remain the same

BACKGROUND:

The Assistant County Tax Collector was formerly a merit classification. In 2003, the classification was approved to be exempt from the merit system and was added to County Ordinance Code 33-5.397. However, there was no subsequent action to move

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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: Ronda Boler, (925)
957-2806

cc: Sylvia Wong Tam, Ronda Boler

BACKGROUND: (CONT'D)

the incumbent to the exempt classification and abolish the non-exempt classification. This board order is intended to properly classify the Assistant County Tax Collector as Exempt. A subsequent administrative P300 will be processed to abolish the old merit classification once the incumbent is moved.

CONSEQUENCE OF NEGATIVE ACTION:

If this is not approved, the Assistant County Tax Collector will not be properly classified as Exempt based on County Ordinance Code # 33-5.397.

ATTACHMENTS

P300 25745