To: Board of Supervisors

From: Mary Ann Mason, County Counsel

Date: September 7, 2021

Subject: Position Adjustment Resolution for Clerk Experienced Level Position



Contra Costa County

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25796 to add one (1) Clerk Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$3,401 -\$4,220) and cancel one (1) Civil Litigation Secretary (J3TH) (represented) position No.11095 at salary plan and grade 3R5 1253 (\$4,685 - \$5,695) in the Office of the County Counsel.

#### **FISCAL IMPACT:**

Upon approval of this action, the department will have an annual cost savings of approximately \$26,317 in salary and benefits.

#### **BACKGROUND:**

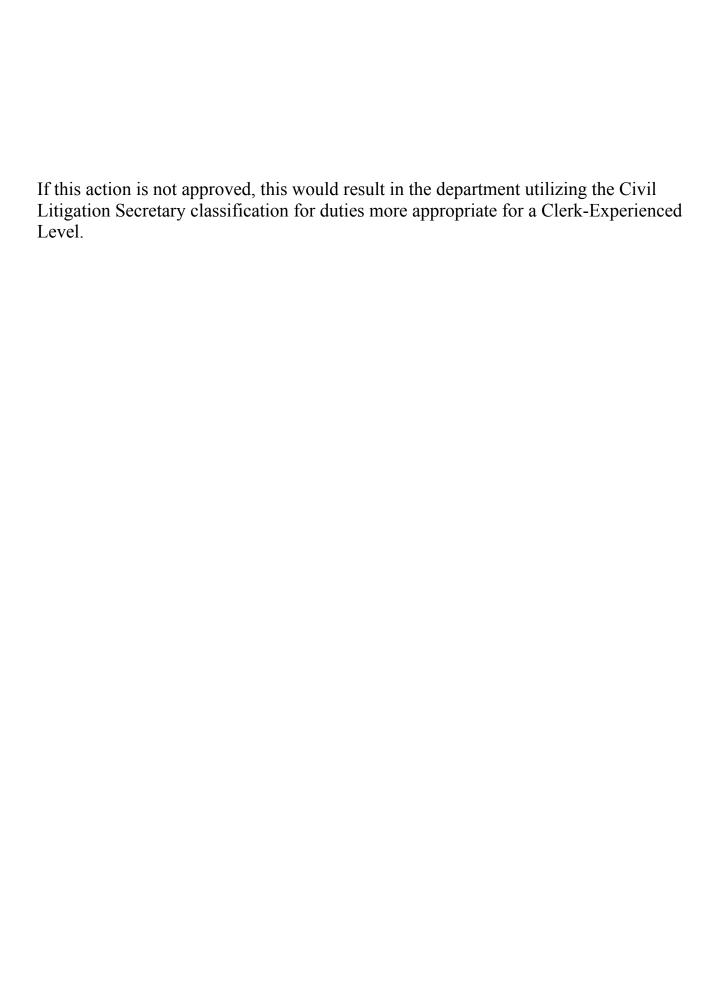
An ongoing administrative goal of the office has been to identify areas that allow us to continue efficient operations. In this process, it was determined that the support needs of the Tort and Civil Rights Litigation division of the County Counsel's Office would be better served by adding a Clerk-Experienced Level. The work associated with this position is currently appropriate to the Clerk- Experienced Level.

## **CONSEQUENCE OF NEGATIVE ACTION:**

✓ APPROVE	OTHER
▼ RECOMMENDATION OF CN     ADMINISTRATOR	RECOMMENDATION OF BOARD COMMITTEE
Action of Board On: <b>09/07/2021</b>	✓ 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: September 7, 2021  Monica Nino, County Administrator and Clerk of the Board of Supervisors
	By: June McHuen, Deputy

Contact: Wanda McAdoo, (925) 655-2211

cc: Wanda McAdoo, Sylvia WongTam



# $\underline{\text{ATTACHMENTS}}$

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