



**Contra
Costa
County**

To: Board of Supervisors
From: Mary Ann Mason, County Counsel
Date: September 7, 2021

Subject: Position Adjustment Resolution for Clerk Experienced Level Position

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 CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/07/2021** ☒ 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: September 7, 2021

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

By: June McHuen, Deputy

Contact: Wanda McAdoo,
(925) 655-2211

If this action is not approved, this would result in the department utilizing the Civil Litigation Secretary classification for duties more appropriate for a Clerk-Experienced Level.

ATTACHMENTS

AIR 46757 P300 25796_AddCancel_BOS 9.7.21