



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: October 12, 2021

Subject: Adopt Personnel Resolution No. 25813 to temporarily Add an additional Board of Supervisor Assistant-Specialist to the District I Board Office

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25813 to add one (1) Board of Supervisors-Assistant Specialist (J994)(unrepresented) position at Salary Plan and Grade B85 1652 (\$6,957.98-8,054.73) in the Board of Supervisors' District I Office, effective October 13, 2021, and delete Board of Supervisors-Assistant Specialist Position No. 2471, effective January 1, 2022.

FISCAL IMPACT:

Dependent upon hire step, approximate one-time General Fund cost of \$30,000. (100% General Fund)

BACKGROUND:

The District I Office was recently notified of the pending retirement of one of the four (4) Board of Supervisors-Assistant Specialists and the extended absence of another Specialist. It is essential that a position be added so that this exempt classification can be filled during this crucial time period. The addition of this additional position for approximately 2.5 months will provide support to the office during the extended absence of one of the Specialists, while providing cross-training time with the retiree prior to her leaving.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/12/2021** 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: October 12, 2021

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

By: June McHuen, Deputy

Contact: Lisa Driscoll (925)
655-2047

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Operation of District I office will be severely impacted by lack of staff.

ATTACHMENTS

Personnel Resolution No. 25813 - Add BOs Assistant-Specialist