



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: November 23, 2021

Subject: Increase the Hours of One (1) Video Production Assistant from Part-time to Full-time in the Office of Communications & Media

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25821 to increase the hours of one (1) Video Production Assistant (ADWA) (represented) and incumbent in position No. 295 in Salary Plan and Grade TB5 0964 (\$3,519 - \$4,277) from part-time (30/40) to full-time (40/40) in the Office of Communications and Media.

FISCAL IMPACT:

This increase in work hours will incur an approximate annual cost increase of \$15,412, which includes \$2,579 in pension cost. Revenue from Franchise Fees will fully fund the increased cost of this action.

BACKGROUND:

Contra Costa Television responds to broadcast and live streaming needs throughout the County. The office has identified a need for increased technical support to meet the increased workload in video broadcasting, streaming, and production needs.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/23/2021** ☒ 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: November 23, 2021

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

By: Laura Cassell, Deputy

Contact: L. DeLaney,
925-655-2057

cc:

If the increase in position

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

hours is not increased, the Office of Communications and Media, Contra Costa Television will have insufficient staffing to meet the demands from County departments to provide production support, which could result in a delay in communications to the public.

ATTACHMENTS

AIR 47415_P300 25821 - Increase hours of Production Assistant_BOS 11.16.21