



**Contra  
Costa  
County**

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

Subject: Add one Administrative Services Assistant II (40/40) position and cancel one Secretary – Journey Level (32/40) position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25822 to add one (1) Administrative Services Assistant II (APVA) (represented) position at Salary Plan and Grade ZB5 1475 (\$5,837-\$7,095) and cancel one (1) Secretary – Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 (\$3,825.01 - \$5,272.82) part-time (32/40) position #17721 at Contra Costa Television (CCTV) under County Administration.

**FISCAL IMPACT:**

Approval of this action will result in an increased cost of approximately \$35,856. This increase will be funded with Franchise Fee revenue within the Office of Communications and Media (100% General Fund).

**BACKGROUND:**

The Secretary – Journey Level position has recently become vacant (due to incumbent relocation) and after a review of operational needs, it was determined that the classification of Administrative Services Assistant II would better fit the organization going forward for

☒ 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:

the performance of higher-level administrative functions, including contract development and monitoring.

CONSEQUENCE OF NEGATIVE ACTION:

Operational needs of the department will not be met and high level administrative support will not be available to the Director of the Office of Communications and Media.

ATTACHMENTS

AIR 47455 P300 25822 Add and Cancel