



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Human Resources Director  
Date: November 23, 2021

Subject: Establish the Assistant County Veterans' Services Officer-Exempt classification

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25842 to establish the classification of Assistant County Veterans' Services Officer - Exempt (96B1) (unrepresented) at Salary Plan and Grade BD5 1002 from (\$8,802 - \$10,190) and add one position in the Veterans Service Office.

**FISCAL IMPACT:**

Upon approval, this action will result in an approximate annual salary and benefit cost of \$168,676, which includes \$57,763 in benefit costs. The position will be mostly offset by increased state subvention funding. The department will work closely with County Administrator staff to ensure a mid-year appropriation adjustment is completed in December to balance the position cost and increased revenues.

**BACKGROUND:**

Over the past few years, the Veterans Service Office (VSO) has expanded its service delivery capabilities including conducting DMV Veterans Status Verification Forms,

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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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: Gladys Reid (925)  
655-2122

cc: Sylvia Wong Tam

implementing the digital-to-digital process, and implementing the Virtual Office, which have all contributed to enhancing access to the County services provided to our Veterans, dependents and survivors. Additionally, state subvention revenues and Prop 63 funding have increased over the years allowing for VSO program, staffing, and operating hours expansion. This year, the VSO began completing forms on behalf of Veterans who are eligible for the DMV Disabled Veterans License Plate, which has also created greater access to Veterans and their dependents and survivors and resulted in an increase in new benefit claims.

### BACKGROUND: (CONT'D)

To ensure the appropriate staffing levels are in place to support the growing VSO and expansion of services, the County Administrator is recommending that an Assistant County Veterans Service Officer – Exempt classification be established and a full-time position be added. The position will be responsible for assisting with the planning, organizing, and directing of the County's Veterans Service Office, as well as, overseeing and evaluating VSO personnel and fulfilling other related work as needed.

### CONSEQUENCE OF NEGATIVE ACTION:

The Veterans Service Office has expanded its service delivery capabilities. This new classifications is required to ensure the appropriate staffing levels are in place to support the growing Veterans Service Office and the expansion in service. If this request is not granted maintaining the increase in service level may be effected.

### ATTACHMENTS

AIR 47616 P300 25842 Est Asst County Veterans Ofcr