



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Human Resources Director  
Date: January 18, 2022

Subject: Introduce Ordinance No. 2022-05 amending the County Ordinance Code to exempt the classification Chief of Administrative Services

**RECOMMENDATION(S):**

INTRODUCE Ordinance No. 2022-05 amending the County Ordinance Code to exclude from the merit system the new classification of Chief of Administrative Services-Exempt, update section heading, and reorganize existing section, WAIVE READING and FIX February 1, 2022, for adoption.

**FISCAL IMPACT:**

Upon approval, this action will not have any fiscal impacts.

**BACKGROUND:**

In April 2018 the County established a new unrepresented classification of Chief of Administrative Services. The intention at that time was to exempt the classification from the merit system and consolidate several department-specific classification serving in that same capacity. However, that consolidation of the classifications was delayed, and the new classification has not been used. This Chief of Administrative Services typically reports to the department head and acts with a high-degree of independence when developing and implementing policies and procedures, and supervising staff performing personnel, payroll,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/18/2022** ☒ 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: January 18, 2022

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

By: June McHuen, Deputy

Contact: Gladys Reid (925)  
655-2122

fiscal, and administrative functions in mid-size or large departments. The Human Resources Department is recommending that the exemption of this classification so that it is available for use in County departments.

### CONSEQUENCE OF NEGATIVE ACTION:

Departments looking to use this classification will lack the authority to appoint an at-will employee needed to ensure the maximum level of responsiveness and and responsibility for major departmental functions.

### ATTACHMENTS

Ordinance 2022-05