



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: January 18, 2022

Subject: Add one (1) Chief of Administrative Services (APDK) (Exempt) position.

RECOMMENDATION(S):

ADOPT Position Resolution No. 25871 to add one (1) Chief of Administrative Services - Exempt (APDK) at Salary Plan and Grade B85 1003 (\$9,593.34 - \$11,660.76) and cancel one (1) Administrative Services Officer (APDB) (unrepresented) position no. 12578 at Salary Plan and Grade B82 1692 (\$7,458.06 - \$10,030.27) in the Department of Information Technology.

FISCAL IMPACT:

The annual cost of this action is \$22,100 of which \$3,610 represents an increase in pension costs.

BACKGROUND:

In April 2021, the long tenured incumbent who was responsible for the

☒ 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: Marc Shorr, (925)
608-4071

cc: Nancy Zandonella, Sylvia Wong Tam

BACKGROUND: (CONT'D)

department's fiscal and administrative matters as well as activities related to payroll and personnel functions retired. Since that time, the department has struggled to backfill this critical role with a classification that did not carry with it the knowledge, skills, and abilities to effectively fill this role. It is necessary for the department to add a Chief of Administrative Services position so we may recruit and fill this critical role with an individual who possesses the ability to perform complex and comprehensive budgetary analysis, the ability to maintain fiscal controls and to work closely with the senior management on organizational and policy implementation to accomplish the goals of the department. As a cost-recovery department, it is vital to fill this position with an individual who has progressively responsible experience in budgetary analysis.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, we will continue to struggle to effectively meet the fiscal needs of the department.

ATTACHMENTS

P300 25871