



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Nathan Johnson, Veterans Services Officer  
Date: February 1, 2022

Subject: Add One Clerk - Experienced Level Position in the Veterans Service Office

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**RECOMMENDATION(S):**

Adopt Position Adjustment No. 25888 to add one Clerk - Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$3,401 - \$4,220) in the Veterans Service Office.

**FISCAL IMPACT:**

Upon approval, this action will result in an approximate annual salary and benefit cost of \$77,128, of which 26,994 is pension cost. This cost increase will be fully funded by California Department of Veterans Affairs subvention program 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, 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

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/01/2022** ☒ 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: February 1, 2022

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

By: June McHuen, Deputy

Contact: Nathan Johnson,  
(925) 313-1481

cc:

eligible for the DMV Disabled Veterans License Plate, which has also created

### BACKGROUND: (CONT'D)

greater access to Veterans and their dependents and survivors and resulted in an increase in new benefit claims.

To ensure the appropriate staffing levels are in place to support the growing VSO and expansion of services, the County Administrator is recommending that one Clerk - Experienced Level position be added.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the VSO will not have adequate clerical staff to support its expanding services and extended hours of operation.

### ATTACHMENTS

P300 No. 25888 VSO