



**Contra
Costa
County**

To: Board of Supervisors
From: Lori Cruz, Child Support Services Director
Date: September 13, 2022

Subject: Reclassify Executive Secretary-Exempt in the Department of Child Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25901 to reclassify position #17040 and its incumbent from Executive Secretary-Exempt (J3T5) (unrepresented) at salary plan and grade level B85-1445 (\$5,951 - \$6,562) to Administrative Services Assistant II (APVA) (represented) at salary plan and grade level ZB5-1475 (\$6,129 - \$7,449) in the Department of Child Support Services.

FISCAL IMPACT:

Upon approval, there is an annual cost increase of approximately \$29,333 with pension costs of \$6,417 already included. This position will be funded by 66% Federal and 34% State revenues. There is no cost to the County General Fund.

BACKGROUND:

A classification study was conducted on a single position currently allocated to the Executive Secretary – Exempt classification assigned to the Department of Child Support Services. In 2019, the Department of Child Support Services hired an Executive Secretary to provide administrative support to the Director. The incumbent has taken on additional responsibilities within the Business Administration Team and now performs higher level

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/13/2022** ☒ 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: September 13, 2022

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

By: June McHuen, Deputy

Contact: Jessica Shepard, (925)
313-4454

duties which include purchasing and budgeting, personnel responsibilities, project management, and various administrative tasks. This work is most aligned with the Administrative Services Assistant II, which is responsible for this scope of work. Upon review and analysis, Human Resources recommends the position and its incumbent be reclassified to Administrative Services Assistant II.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the incumbent will not be appropriately classified.

CHILDREN'S IMPACT STATEMENT:

The Department of Child Support Services supports two of the community outcomes established in the Children's Report Card: 3) "Families that are Economically Self Sufficient" and 4) "Families that are Safe, Stable and Nurturing."

ATTACHMENTS

P300 No. 25901 DCSS