



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: May 24, 2022

Subject: Add and Cancel positions in the Department of Conservation and Development

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25934 to adjust the following unrepresented/exempt positions:

- a. Add one Deputy Director of Conservation and Development-Exempt (4AD1) position and cancel one Deputy Director Community Development - Current Planning-Exempt (5AB2) position.
- b. Add one Departmental Human Resources Officer I-Exempt (APG1) position and cancel one Land Information and Business Operations Manager (5ASF) position.

FISCAL IMPACT:

Annual increased cost of \$34,200. 100% Land Development Fund.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/24/2022** ☒ 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: May 24, 2022

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

Contact: Julie DiMaggio Enea
925.655-2056

By: June McHuen, Deputy

cc:

The Department of Conservation and Development has undergone significant changes in its administration division that have prompted re-examination to address some current and coming challenges. The Department has been without an administrative chief (currently classified as Land Information and Business Operations Manager (“LIBOM”)) for more than a year. The LIBOM job class requires six years of qualifying administrative experience, two of which are in the management of personnel and labor issues for an organization of a large unionized workforce and two of which are in budget preparation and control, including management of cost recovery systems. This is a high bar and the Department has been unable to fill the position. The recent retirement of the department's only human resources analyst has exacerbated the current void and left the department with no internal human resources support and no one permanently designated to oversee all administrative functions.

BACKGROUND: (CONT'D)

Staff recommends adding a Deputy Director position to oversee all department administrative functions and the addition of one Department Human Resources Officer I position. Cancellation of a vacant Deputy Director Community Development - Current Planning-Exempt position and the vacant LIBOM position will offset most of the cost of the added positions. Staff has determined the recommended changes will better support the department's administrative needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department of Conservation and Development will not have the required structure to support the department's administrative needs.

ATTACHMENTS

P300 25934_DCD Add Cancel Admin Positions 5-24-22