



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 7, 2022

Subject: Add one (1) Senior Deputy County Administrator (ADDH) position and cancel one (1) vacant Senior Management Analyst (ADTD) position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25966 to add one (1) Senior Deputy County Administrator (ADDH) (unrepresented) position and cancel one (1) vacant Senior Management Analyst (ADTD) (unrepresented) position #6523 in the County Administrator's Office.

FISCAL IMPACT:

Up to \$64,001, including \$10,855 attributable to the employer share of pension costs. 100% General Fund.

BACKGROUND:

On February 28, 2022, the County Administrator's Office launched a recruitment for Senior Deputy County Administrator following a previous incumbent vacating a position in December 2021. Since that time, the County Administrator's Office has been working on ways to strengthen succession planning to mitigate the impact of future retirements and separations of staff on office operations.

After evaluating staffing within the department, the County Administrator's Office has

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/07/2022** ☒ 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: June 7, 2022

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

Contact: Timothy M. Ewell,
(925) 655-2043

By: June McHuen, Deputy

cc:

determined that one vacant Senior Management Analyst position should be canceled and an additional Senior Deputy County Administrator position should be created to ensure continuity of service for ongoing operations in the future. This would result in the hiring of two candidates into Senior Deputy County Administrator positions.

This will allow sufficient time to train and mentor incoming staff allowing for a more coordinated transition of duties, including budget monitoring and development, staffing of Board Standing committees and other special projects administered by the department that are critical to ongoing County operations.

CONSEQUENCE OF NEGATIVE ACTION:

The County Administrator's Office will not be able to hire a second Senior Deputy County Administrator to assist with succession planning within the department.

ATTACHMENTS

49726_AIR_P300 No. 25966_Amended