



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: June 7, 2022

Subject: Reclassify one Board of Supervisors Assistant-General Secretary and its incumbent to Board of Supervisors Assistant-Specialist and increase hours

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25967 to reclassify one Board of Supervisors Assistant - General Secretary (J993) (unrepresented) position #2488 and its incumbent to Board of Supervisors Assistant - Specialist (J994) (unrepresented) and increase the hours from part-time (30/40) to full time (40/40) in the Board of Supervisors, District III office.

FISCAL IMPACT:

Up to \$40,559, including \$5,083 of employer share of pension costs; 100% General Fund. The increased cost of this action will be absorbed into the current District III operating budget.

BACKGROUND:

The District III staff has conducted an assessment of future staffing needs, including a review of employee hours and job classifications. Currently, all staff are in full-time positions with the exception of one Board of Supervisors Assistant - General Secretary position, which is staffed at 0.75 FTE. To ensure consistent delivery of services to constituents and in anticipation of future succession planning needs, this position is recommended to be increased to full-time, consistent with other staff in the office, and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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

By: June McHuen, Deputy

Contact: Mark Goodwin, (925)
655-2330

cc:

reclassified to a Board of Supervisors Assistant - Specialist level position.

Today's action will reclassify one Board of Supervisors Assistant - General Secretary (J993) (unrepresented) position #2488 and its incumbent to Board of Supervisors Assistant - Specialist (J994) (unrepresented) and increase the hours from part-time (30/40) to full time (40/40). All costs related to this action will be absorbed in the District III operating budget.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District III staffing plan will not be implemented.

ATTACHMENTS

P300 No. 25967