



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: August 16, 2022

Subject: Add one Administrative Services Assistant III and Cancel one Information Systems Programmer Analyst IV

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26010 to cancel one (1) vacant Information Systems Programmer Analyst IV (LPNB) (represented) position #13964 at salary plan and grade ZA5-1787 (\$7,950 - \$10,653) and add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5-1631 (\$6,812 - \$8,280) in the Department of Information Technology.

FISCAL IMPACT:

This action has a cost savings of \$29,197 annually. (100% User Departments)

BACKGROUND:

The Department of Information Technology recently reviewed the structure of the organization. It was determined that an Administrative Services Assistant III is needed. This position will be added to the Administration Division to provide assistance to the Chief of Administrative Services in areas such as employee relations, recruiting, contract management, finance, inventory management, and other projects.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/16/2022** ☒ 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: August 16, 2022

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

By: June McHuen, Deputy

Contact: Sarah Bunnell, (925)
608-4023

If this action is not approved, the Department will not have the desired staffing levels to provide exceptional services in employee relations, recruiting, contract management and other projects.

ATTACHMENTS

AIR 50391 P300 26010 - Add ASA III - Cancel ISPA IV_BOS
8.16.22