To: Board of Supervisors

From: Mary Ann Mason, County Counsel

Date: September 20, 2022

Subject: Add one ASA II and cancel one Assistant County Counsel



Contra Costa County

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26022 to add one (1) Administrative Services Assistant II (APVA) (represented) position at salary plan and grade ZB5 1475 (\$6,129.06-\$7,449.91) and cancel one (1) Assistant County Counsel-Exempt (2ED1) unrepresented position No. 6267 (vacant) at salary plan and grade B8E 2385 (\$16,069.35-19,532.39) in the Office of the County Counsel.

FISCAL IMPACT:

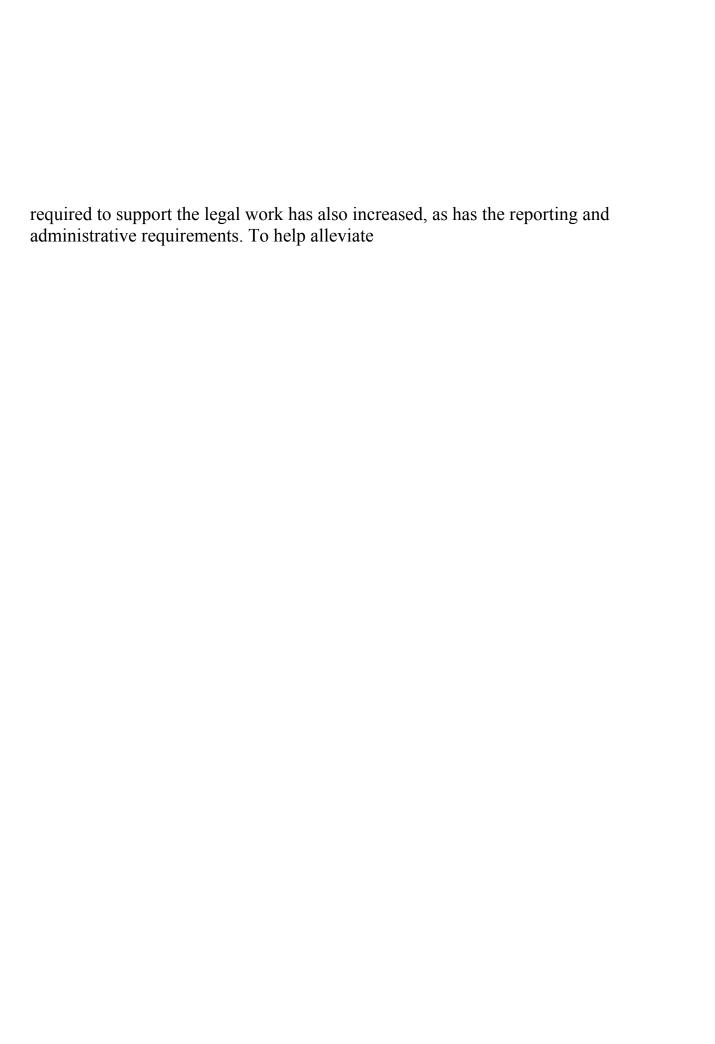
100% Salary Savings. The action will result in an annual savings of approximately \$194,000.

BACKGROUND:

cc: Wanda McAdoo, Sylvia WongTam

The County Counsel's office administrative needs have expanded to accommodate the increased needs of the office due to a growing number of staff and administrative duties. During the past two decades, the number of employees in the office has increased by 23%, growing from 44 employees to 54 employees. At the same time, the number of systems

✓ APP	PROVE	OTHER
RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE		
Action of Board On: 09/20/2022 APPROVED AS RECOMMENDED OTHER		
Clerks Notes:		
VOTE OF SUPERVISORS		
AYE:	John Gioia, District I Supervisor Candace Andersen, District II Supervisor Karen Mitchoff, District IV Supervisor Federal D. Glover, District V Supervisor Diane Burgis, District III 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 20, 2022 Monica Nino, County Administrator and Clerk of the Board of Supervisors By: June McHuen, Deputy
Contact: Wanda McAdoo, (925) 655-2211		



BACKGROUND: (CONT'D)

some of the burden, adding an Administrative Services Assistant II will allow the office to delegate high-level and confidential administrative functions, which do not fall within the duties of the Account Clerk – Advanced position. The Account Clerk – Advanced position will be canceled in November when it becomes vacant.

The result of this action will enable the Office of the County Counsel to hire in an administrative support classification that is commensurate with the delegated duties and effectively satisfy the increasing office's administrative needs.

Additionally, The Assistant County Counsel position was vacated after the appointment of the Chief Assistant County Counsel on August 1, 2022. Due to this vacancy, the office is requesting that the Assistant County Counsel position be canceled.

CONSEQUENCE OF NEGATIVE ACTION:

The County Counsel will be unable to hire into the appropriate classification to alleviate increasing administrative needs.

ATTACHMENTS

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