



**Contra
Costa
County**

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

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:

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

☒ APPROVE

☐ 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

ABSENT: 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

required to support the legal work has also increased, as has the reporting and administrative requirements. To help alleviate

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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