



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: November 29, 2022

Subject: Add one Sheriff's Chief of Management Services position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26068 to add one (1) Sheriff's Chief of Management Services - Exempt (APD2) at salary plan and grade B85 2057 (\$10,899 - \$13,248).

FISCAL IMPACT:

100% General Fund: Annual estimated cost total \$275,000, of which \$52,000 is pension costs. This cost will be absorbed within the Sheriff's existing budget.

BACKGROUND:

In August 2022, the current Commander-Exempt in Management Services informed the Sheriff of her intent to retire in February 2023. The Sheriff is requesting the addition of a Chief of Management Services-Exempt position in an effort to allow time for recruitment, hiring, and knowledge transfer to take place before the upcoming retirement. The Commander position will be canceled at a future date.

CONSEQUENCE OF NEGATIVE ACTION:

There would not be adequate time to recruit, hire, and allow for knowledge transfer if the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/29/2022** ☒ 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: November 29, 2022

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

By: June McHuen, Deputy

Contact: Mary Jane Robb,
925-655-0005

Sheriff's Chief of Management Services - Exempt position is not added before the
Commander - Exempt incumbent retires.

ATTACHMENTS

P300 No.26068