



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Gus Kramer, Assessor  
Date: December 13, 2022

Subject: Add One Assessor's Local Exemptions Specialist Position and Cancel One Clerk-Specialist Level Position in the Assessor's Office

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26075 to add one (1) Assessor's Local Exemptions Specialist (JWSR) (represented) position at salary plan and grade 3RX-1233 (\$4,810.68 - \$6,143.43), and cancel one (1) vacant Clerk-Specialist Level (JWXD) (represented) position number 18813 salary plan 3RX-1156 (\$4,457.54 - \$5,692.46) in the Assessor's Office.

**FISCAL IMPACT:**

The salary and benefit cost increase will be approximately \$6,696.00 annually and \$3,906.00 in this fiscal year. The annual increase includes an cost of \$974 attributable to retirement. The increase will be absorbed in the current budget (100% General Fund).

**BACKGROUND:**

Assessor's Local Exemptions Specialist is a single position classification in the Local Exemptions Division of the Assessor's Office. The Assessor's Local Exemptions Specialist evaluates and processes claims for local property tax exemption, including on-site inspection of properties, and provides lead direction to clerical workers engaged in records

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/13/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: John Gioia, District I  
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: December 13, 2022

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

By: June McHuen, Deputy

Contact: Sara Holman, (925)  
313-7503

### BACKGROUND: (CONT'D)

maintenance and local exemption transactions activity. It also acts as the primary technical resource for the professional appraiser staff in local exemption matters. Currently, the Department does not have an Assessor's Local Exemptions Specialist. The addition of this position will provide the appropriate staffing level to meet the operational need of the Division.

### CONSEQUENCE OF NEGATIVE ACTION:

If the addition of the position is not approved, the Department will not have the appropriate staff to meet the operational needs of the Local Exemptions Division, which will ultimately have a negative impact on the taxpayers.

### ATTACHMENTS

P300\_26075