



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: January 10, 2023

Subject: Add one Administrative Services Assistant II position in the Department of Conservation and Development

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26089 to add one (1) Administrative Services Assistant II (APVA) at salary plan and grade level ZB5-1475 (\$6,129.06 - \$7,449.91) in the Department of Conservation and Development.

FISCAL IMPACT:

This action will cost \$130,777.98 annually, of which \$20,872.63 is retirement costs. This position will be funded by 25% Federal, 25% State and 50% County Measure X sales tax revenues.

BACKGROUND:

The Department of Conservation and Development (DCD) assessed the staffing level for the Department's Housing and Community Improvement Division from the perspective of improving performance. DCD's Housing and Community Improvement Division is anticipated to have increased workload as a result of significant Measure X funding for housing programs, plus an increase in administrative responsibilities from Federal and State funding programs for housing and community development activities. Adding one Administrative Services Assistant II position will facilitate a much-needed redistribution of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/10/2023** ☒ 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
Ken Carlson, 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: January 10, 2023

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

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By: June McHuen, Deputy

workload within the Housing and Community Improvement Division. The addition of this position will enable appropriate distribution of the Housing and Improvement Division's work to better support operational needs. The Administrative Services Assistant II classification encompasses the skill set needed for the job functions, specifically related to administrative and operational support.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department's ability to appropriately distribute work to support the needs of the Housing and Community Improvement Division's operations would be negatively impacted.

ATTACHMENTS

P300 26089_Add one ASA II in DCD