



**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: February 7, 2023

Subject: Add Two Positions and Cancel One Position in the Conservation and Development Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26088 to add one (1) Account Clerk – Experienced Level (JDVC) (represented) position at a salary plan and grade 3RH 0755 (\$3,924.19 - \$4,864.83), add one (1) Secretary - Advanced Level (J3TG) (represented) position at a salary plan and grade 3R2 1163 (\$4,636.31 - \$5,934.87), and cancel one (1) Network Administrator – I (LNSA) (represented) position number 00017185 at a salary plan and grade ZA5 1694 (\$7,613.18 - \$9,253.86) in the Department of Conservation and Development.

**FISCAL IMPACT:**

The net cost is \$43,441.13 annually, of which \$8,207.20 is retirement costs. Funding for these positions will come entirely from Land Development funds.

**BACKGROUND:**

The Business and Information Services Division of the Department of Conservation and Development (DCD) is requesting the addition of two new positions. The Account Clerk – Experienced Level position is needed to provide additional support and facilitate redistribution of workload within our Fiscal Section to better support operational needs. This

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **02/07/2023** ☒ 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: February 7, 2023

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

Contact: Alvan Mangalindan,  
(925) 655-2787

By: June McHuen, Deputy

cc: Alvan Mangalindan

additional Account Clerk – Experienced Level position is also necessitated in part due to recent staffing changes. The Secretary - Advanced Level position is needed to support our recently appointed Deputy Director. The Secretary - Advanced Level classification encompasses the skill set needed for the job functions, specifically related to administrative support. This Secretary - Advanced Level would report directly to and receive work from the Deputy Director of the Business and Information Services Division.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the addition of these positions are not approved, the Department will not have the appropriate staff to meet current needs thereby negatively impacting operations.

## ATTACHMENTS

P300 26088\_DCD Add Acct Clerk and Sec-Adv Lvl\_Cxl NW Admin  
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