



Contra  
Costa  
County

To: Board of Supervisors  
From: Diana Becton, District Attorney  
Date: February 7, 2023

Subject: Add one (1) Planner and Evaluator – Level B and cancel one (1) vacant Administrative Services Assistant III

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26097 to add one (1) Planner and Evaluator – Level B (VCXD) (represented) position at salary plan and grade ZB2 1323 (\$5,432.19 – \$8,901.27) and cancel one (1) vacant Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$7,152.79 - \$8,694.26) position number 18830 in the District Attorney's Office.

### **FISCAL IMPACT:**

Approval of this request is cost neutral. All costs are budgeted in the District Attorney's Office, General Fund.

### **BACKGROUND:**

Upon a review of the District Attorney's Office staffing levels in 2021, it was determined the Department did not have the appropriate level of staffing to accomplish the desired level of analytical review of data and evaluation of various programs. Effective July 1, 2022, the Board of Supervisors approved the addition of one Administrative Services Assistant III position in the District Attorney's Office to provide support in the areas of complex data analysis, processing, and reporting for its general and data driven operations. However,

☒ 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: Monica Carlisle, (925)  
957-2234

By: June McHuen, Deputy

recruitment

### BACKGROUND: (CONT'D)

conducted for the ASA III classification wasn't successful in attracting eligible candidates with sufficient data analysis and program evaluation skill sets and experience. Therefore, the department requests to cancel the vacant ASA III position and add a Planner and Evaluator-Level B position instead. The Planner and Evaluator-Level B will conduct complex data collection and analysis, perform in-depth program evaluation, and document and present findings and recommendations.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District Attorney's Office will continue to have recruitment difficulties to fill a critical position to support the department's efforts in data driven operations and program evaluations.

### ATTACHMENTS

P300 No 26097