



**Contra
Costa
County**

To: Board of Supervisors
From: Ken Carlson
Date: March 7, 2023

Subject: APPROVE placement to position of Board of Supervisors Assistant- Chief Assistant for District IV at Step 3 of the Salary Range

RECOMMENDATION(S):

APPROVE placement of incumbent (EE# 71261) to the position of Board of Supervisors Assistant- Chief Assistant (J995) for Supervisorial District IV at Step 3 of the salary range, effective January 3, 2023.

FISCAL IMPACT:

Total Costs of \$14,946, of which \$3,025 is related to the employer share of pension costs; 100% General Fund. This amount is funded in the current year budget as the previous incumbent of the position was at the top step of the subject job classification.

BACKGROUND:

On January 2, 2023, Supervisor Ken Carlson was sworn in as District IV Supervisor. To ensure continuity of service to residents, Supervisor Carlson appointed current District IV employee, Lisa Chow as Chief of Staff. To properly recognize Ms. Chow for her years of service to the County and institutional knowledge, it is appropriate to compensate her at step three on the salary range effective on the date of appointment. Below is a brief summary of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2023** ☒ 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: March 7, 2023

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

By: June McHuen, Deputy

Contact: Ken Carlson, District IV

Ms. Chow's experience

BACKGROUND: (CONT'D)

with County and State elected officials representing Contra Costa County over the past 17 years:

Lisa Chow is a long-standing public servant having worked under three separate elected officials since 2006. Over the last 17 years, Ms. Chow has developed her career in the public arena with increased responsibility and support to each elected official she has worked for.

Originally starting as an hourly employee under then Contra Costa County Supervisor Mark DeSaulnier, Ms. Chow was administrative staff to the Supervisor and staff. When Mr. DeSaulnier became a member of the California State Assembly, Ms. Chow began to staff or represent the member at meetings and events, work directly with constituents, state departments and completed casework. Ms. Chow continued to offer administrative support to the District Director and district staff.

Upon Mr. DeSaulnier's election to the California State Senate, Ms. Chow continued to build on her work. While at the Senate, she continued her work from the Assembly but now, with a larger district, she managed the member's district calendar, organized community office hours/town halls, and managed multiple interns within the district office.

In 2012, Ms. Chow returned to Contra Costa County working for County Supervisor Karen Mitchoff. From 2012-2022, Ms. Chow's responsibilities included staffing or representing the Supervisor at meetings and events, managing the Supervisor's full calendar, being a staff liaison to multiple County Departments and Cities, community outreach, constituent casework, and managing all office administration functions. As the Supervisor's representative, Ms. Chow spent 6 years working on the Oak Park Properties Project which was a multi-jurisdictional project and yielded a new Library building and much needed housing in the City of Pleasant Hill.

CONSEQUENCE OF NEGATIVE ACTION:

The incumbent would be required to remain at Step 1 of the salary range, which does not appropriately reflect the experience of the individual within the County.