

## Contra Costa County - Employment &amp; Human Services

## Position Request# 61925

<b>Action: Trade Position</b>	<b>Request Initiator: Bullock-Hayes Angela, Ph.: (925) 655[5]-1006</b>	<b>Bureau: Aging and Adult Services Bureau</b>	<b>Request Date: 12/17/2021 12:00:00 AM</b>
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## Trade Position(s)

**Personnel Analyst** Tran Bao  
**Proposed Effective Date** 12/17/2021 12:00:00 AM

**Program Name** GA, CalFresh  
**Vacancy/Pos#** 10615 (Medical Program Assistant) VACANT 11/30/2021

**Vacancy1/Pos#**  
**Requested Classification** Soc Svc Program Assistant  
**Requested Classification1**

**Reason for Vacancy and Position History** This is a permanent full time position. It is now vacant due to the retirement of the last employee. This is a request to trade in the current MPA position to create an SSPA position.

**If Approved, how will this position be filled?** P300,

**Is this Classification County wide or EHSD only?** County Wide

Select other Managers and Designated Representatives that will view this request:

**Managers OR Designated Representatives** Foudy Carolyn, Bullock-Hayes Angela

**Freeze Exemption Justification** Required by Law, Mandated Functions

Provide hiring justification including caseload/workload information and state the negative impacts if the position is not filled:

**Hiring Justification** The General Assistance Division is comprised of three units, one in each main District office in the county, that provide General Assistance, CalFresh and Medi-Cal benefits to our most at risk population. The MPA position provides critical eligibility services at the initial application to county residents. This office serves a large homeless population to whom we provide direct assistance in partnership with community organizations. If we are unable to fill this vacancy, we won't be able to meet the needs of West County in our Richmond District Office. In addition, we may not meet program requirements by failing to grant benefits timely which could result in a corrective action plan, financial penalty and/or legal action. The General Assistance program has previously been subject to lawsuits although settled, still require continued awareness and monitoring to ensure that we meet requirements for client services and mandated compliance standards.

## Bureau Director (or Designated Representative) Approves the Request

**Bureau Director** (This request has been completed by Tracy Murray on 12/28/2021 9:47:58 AM)

**Is this position approved?** Yes

**Additional Justification (optional)**

## Fiscal Impact Review (CFO or Designated Representative)

**Is this position # currently funded?** Yes (This request has been completed by Laura Volante on 12/30/2021 12:55:27 PM)

**FISCAL Comments** This budgeted Social Services Program Assistant position is claimed as overhead and funded with a combined average of 47% federal revenue, 30% state revenue, and 23% county General funds.

## ET Group (or Designated Representative)

**Is this position request approved?** Yes (This request has been completed by Annie Phetinta on 1/3/2022 9:43:58 AM)

**Comments** Approved @ ET 1/3/2022.

## Department Head Approval (or Designated Representative)

**Is this position request approved?** Yes (This request has been completed by Kathy Gallagher on 1/3/2022 1:07:33 PM)

**Comments**

## Next Steps

If request is approved, EHSD (Personnel) Staff will do the following:

- If Hiring Exemptions are required then prepare and submit to CAO/HR based on above justification.
- Once approved by CAO and/or HR then process the request.
- Conduct Bid and Certification process.
- Oversee interview and selection process.

- Create an ASSIST transaction to fill the vacant position.
- If CAO or HR does not approve this project then inform the above EHSD staff.

<b>Status of Request #: 61925</b>	<b>Effective Date: 12/17/2021 12:00:00 AM</b>
<b>Requestor: Bullock-Hayes Angela, Ph.: (925) 655[5]-1006</b>	<b>Action: Trade Position</b>

Status Date	Status	Unit	Requested/Completed By	Progress
Friday 12/17/2021 5:05 PM	Request processed	Position Initiator	Bullock-Hayes Angela, Ph.: (925) 655[5]-1006	Completed
Tuesday 12/28/2021 9:47 AM	Request processed	Bureau Director	Murray Tracy, Ph.: (925) 608[8]-4805	Approved
Wednesday 12/29/2021 10:37 AM	Request Reviewed	PERSONNEL	Tran Bao, Ph.: (925) 608[8]-5027	Reviewed
Thursday 12/30/2021 12:55 PM	Request processed	Fiscal Admin Group	Volante Laura, Ph.: (925) 608[8]-4838	Funded
Monday 1/3/2022 9:43 AM	Request processed	ET Group	Phetinta Annie, Ph.: (925) 608[8]-4837	Approved
Monday 1/3/2022 1:07 PM	Request processed	Department Head	Gallagher Kathy, Ph.: (925) 608[8]-4801	Approved
Monday 1/3/2022 1:07 PM	Request Received	PERSONNEL	PERSONNEL	Received