



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: July 24, 2018

Subject: Cancel and Add Positions in the Conservatorship Program in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22323 to cancel one Conservator/Guardianship Program Aide position #8220 (VQWC) at salary plan and grade TA5-0974 (\$3,221 - \$3,915) and add one permanent Mental Health Community Support Worker II position (VQVB) at salary plan and grade TC5-0968 (\$3,202 - \$3,892) in the Health Services Department. (All represented)

**FISCAL IMPACT:**

This action results in an approximate annual salary savings of \$409.

**BACKGROUND:**

The Health Services Department is requesting to cancel one Conservator/Guardianship Program Aide position and add one permanent Mental Health Community Support Worker II position in the Conservatorship Program within the Behavioral Health Division. The Conservator/Guardianship Program Aide position is a single classification in the County and performs the following duties: providing support to clients, transporting and accompanying clients to court and other appointments, providing referral services and observing and reporting client conditions to professional staff.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **07/24/2018** ☒ 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  
Karen Mitchoff, 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: July 24, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Adrienne Todd,  
925-957-5265

cc:



### BACKGROUND: (CONT'D)

These duties can be performed by the broader classification of Mental Health Community Support Worker II. Since the duties are very similar, these classifications are similarly compensated. By utilizing the Mental Health Community Support Worker II classification, this will create both transfer and promotional opportunities for incumbent County employees and should shorten the time in filling vacancies.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will negatively impact the efficiency at which the Behavioral Health Division would be able to fill vacancies in this classification and staff the Conservatorship Program.

### ATTACHMENTS

P300 #22323 - Add MH Comm Support Worker II and Cancel Conservator-Guardianship Program Aide in HSD