



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: June 9, 2015

Subject: Add one (1) Secretary Journey Level position in Employment and Human Service Department in the Workforce Services Bureau

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21668 to add one (1) Secretary Journey Level (J3TF) (represented) position at salary plan and grade 3R2 1018 (\$3,050 - \$4,205) in the Workforce Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of this position, this position will have an annual cost of \$64,967 and a net county cost of \$6,497. This position will be funded 45% Federal revenue, 45% State revenue, and 10% County cost. The annual pension cost is \$13,860.

BACKGROUND:

The Employment and Human Services Department requests to add one permanent full time Secretary Journey Level position in the Workforce Services Bureau. The position will provide critical secretarial support for the Deputy Director of Workforce Services. For the past six months the secretarial support has been provided by a county temporary. It has been determined that the need is to provide permanent secretarial support that includes calendaring, phone and email management, and priority task management of established timelines, due dates and tasks. The position also follows up with the Deputy Director's

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/09/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: 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: June 9, 2015

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

By: Chris Heck, Deputy

Contact: Anne Crisp (925)
313-1527

direct reports on assigned tasks and assist the manager to finalize outcome reports and program recommendations to the Workforce Services Director.

CONSEQUENCE OF NEGATIVE ACTION:

If this position is not added the Department will have insufficient permanent secretarial support for the Deputy Director of Workforce Services to effectively manage and oversee her responsibilities.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P-300 #21668