



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: July 21, 2015

Subject: Add Two (2) Eligibility Work Supervisor I (XHHA) Positions for the Workforce Services Bureau in
Employment and Human Services Dept

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21672 to add two (2) Eligibility Work Supervisor I (XHHA) (represented) positions at Salary Plan and Grade KXX 1506 (\$4788-\$6114) in the Workforce Services Bureau of the Employment and Human Services Department

FISCAL IMPACT:

Upon approval of this position, these positions will add an additional \$207,780 in salary and benefit expenses. These positions will be funded 45% Federal revenue, 45% State revenue, and 10% County cost. The annual pension cost is \$45,671.

BACKGROUND:

The Employment and Human Services Department requests to add two (2) permanent Eligibility Work Supervisor I positions in the Workforce Services Bureau, as part of the approved list of new positions for FY 2015-2016. Applications and caseloads have continued to grow each year and we have an operational need for two (2) Eligibility Work Supervisor I positions to supervise the additional permanent and temporary eligibility staff hired for the Eligibility Worker Training Unit (EWTU) . These positions are needed to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/21/2015** ☒ 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

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 21, 2015

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

ABSENT: Federal D. Glover, District V
Supervisor

By: Chris Heck, Deputy

Contact: Anne Crisp 313-1527

ensure the Department meets its legal obligations to

BACKGROUND: (CONT'D)

provide timely assistance to families in receipt of CalWORKs, CalFresh and Medi-Cal. These positions will review and monitor the work of newly hired staff to effectively apply policies and procedures based on Federal, State and County mandates.

CONSEQUENCE OF NEGATIVE ACTION:

If the two (2) Eligibility Work Supervisor I positions are not approved, the Department will have insufficient supervisory support to effectively monitor and assess the work of new staff. In addition, this will have a negative impact on existing staff who will be asked to take on additional duties above and beyond their regular tasks. This may result in failures to adhere to Federal and State mandates and negatively impact families served by the Employment and Human Services Department.

CHILDREN'S IMPACT STATEMENT:

Children are adversely impacted when economically disadvantaged families do not have access to public support benefits, adequate housing, and food and health care benefits. The Department's vision and mission promises to deliver quality services and to provide communities where families can be healthy, safe, secure and self-sufficient. These positions will provide the Department with the additional supervisory support needed to monitor compliance and provide quality control of new staff in the Workforce Services Bureau. As the demand continues to grow for Department services, added supervision for the new workers being hired (many temporary) to meet this demand is necessary to oversee and monitor the work of the staff.

ATTACHMENTS

P-300 #21672