



**Contra
Costa
County**

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

Subject: Add one (1) Clerk-Experienced Level position to SSI Advocacy Unit in the Aging & Adult Services Bureau of Employment & Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21680 to add one (1) Clerk – Experienced Level (JWXB) position (represented) at Salary Plan 3RH and Grade 0750 \$2,712-\$3,365 in the Supplemental Security Income (SSI) Advocacy unit in the Aging and Adult Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this position will result in an increase of Annual Salary by \$66,237. This will also result in additional retirement cost of \$23,183. This position will be funded Federal 45%, State 45%, County 10%.

BACKGROUND:

SSI Advocacy Unit supports General Assistance (GA) and CalWORKS clients who may be eligible for SSI and SSDI benefits through the initial application process to the hearing level. Contra Costa County receives reimbursement from Social Security Administration (SSA) based on applications being granted. Once approved for SSI/SSDI, clients are no longer GA eligible and GA payments from the time of initial application may

☒ 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

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: July 21, 2015

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

By: Chris Heck, Deputy

Contact: Cheryl Morse, (925)
313-1558

BACKGROUND: (CONT'D)

be reimbursed to the county by the SSA. The Advocacy Clerk plays a critical role in this process by supporting seven (7) Social Workers at three (3) sites County-wide. The Advocacy Clerk is necessary for the efficient unit operation through general clerical work, telephone support, scheduling, data entry, and generating reports. The Advocacy Clerk also provides support to the Social Workers by opening client cases, collecting required documentation for the application process, and the development of the SSI/SSDI case. This leads to a more successful and expeditious approval process to better serve our clients.

CONSEQUENCE OF NEGATIVE ACTION:

Should this position not be approved, this would result in the inability to get SSI/SSDI applications prepared and filed in a prompt and efficient manner, if at all, which would increase the time GA and CalWORKS eligible clients remain on County-funded programs.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

P-300 #21680