



**Contra
Costa
County**

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

Subject: Add one Administrative Services Assistant III (APTA) and cancel one Social Services Program Analyst (X4SH) in Employment & Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21694 to add one (1) Administrative Services Assistant III (APTA) (represented) full time position at Salary Plan and Grade ZB5 1631 (\$5,432-\$6,603) and cancel one (1) Social Services Program Analyst (X4SH) (represented) full time position at Salary Plan and Grade KZ5 1642 (\$5,492-\$6,676) in the Administrative Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of this position, the net county cost will be reduced by \$117 annually. The annual pension cost will be reduced by \$409 annually. This position will be funded 45% Federal revenue, 45% State revenue, and 10% County cost. The annual pension cost is approximately \$37,422.

☒ 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: Holly Trieu 313-1560

BACKGROUND:

The Employment and Human Services Department requests to add one permanent full time Administrative Services Assistant III position and cancel one permanent full time Social Services Program Analyst position in the Policy and Planning Division. The Employment and Human Services Department Planning and Policy Division provides oversight in the areas of planning, data analyzing and reporting, legislation, policy, strategic initiatives and grants. The Administrative Services Assistant III position is responsible for the development and advancement of the Employment and Human Services Department's policy agenda, program planning and implementation; grants development and management of program deliverables. The position will engage with and provide strategic integration and operations leadership to senior staff that manage operations for the Employment and Human Services Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this position is not added EHSD will be unable to create funding plans and develop grant proposals to increase revenue that supports the department's mission. Additionally, the department's policy agenda will be significantly and negatively impacted. There are major

policy initiatives taking place in child welfare, Medi-Cal and CalWORKs, and this position will contribute significantly to understanding the changes, planning the department's response and working with internal and external stakeholders to support this work.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

P-300 #21694