



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Ito, Human Resources Consultant  
Date: August 25, 2015

Subject: Adopt Resolution No. 2015/294 to amend Resolution No. 2009/310 to add Step 2 to WEX Trainee Classification

**RECOMMENDATION(S):**

ADOPT Resolution No. 2015/294, which amends and supersedes Resolution Nos. 2009/310, 2009/380, 2014/227 and 2014/376 to: 1) Add a second salary step, at \$12.00 per hour, to the salary schedule of the WEX Trainee (XSK2) (unrepresented) classification for participants in the CalWORKS specialized training programs and Workforce Investment Act (WIA) trainees in the Workforce Development Board and Workforce Services Bureau in the Employment and Human Services Department effective July 1, 2015; 2) remove "sick leave" from the list of benefits that individuals in the WEX Trainee and Title V Trainee classifications are not entitled to receive, as previously stated in Resolution No. 2014/376, due to the implementation of AB1522, the "Healthy Workplaces, Healthy Families Act", which became effective July 1, 2015; and 3) revise other outdated language in previous resolutions.

**FISCAL IMPACT:**

Upon approval, the cost of this action will be absorbed by the Employment and Human Services Department (100% federally funded.)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/25/2015**  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: August 25, 2015

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Chris Heck, Deputy

Contact: Otilia Parra (925)  
335-1724

**BACKGROUND:**

As part of their strategic planning, the Workforce Development Board (WDB) conducts in-depth labor market analysis to identify priority workforce development sectors that target high-growth, high-wage industries.

## BACKGROUND: (CONT'D)

Based on recent findings, the WDB of Contra Costa County has identified the following as priority sectors: 1) Healthcare and Life Sciences; 2) Advanced Manufacturing; 3) Information Communication Technology; 4) Energy; 5) Construction. A medical assistant career training and internship opportunity, which is aligned with the Healthcare and Life Sciences priority sector, has been identified to meet the strategic goals of the WDB.

This WDB program will include ten weeks of comprehensive medical assistant and medical receptionist career training services to a combination of CalWORKs and Workforce Investment Act (WIA) eligible and enrolled participants as provided by Jewish Vocational and Career Counseling Services, and a twelve week internship placement at a John Muir Health location. The medical assistant career training and internship program will require higher level skills training for positions in this particular priority industry sectors, as compared with how WEX Trainee positions are used in other sectors. Therefore, due to the specialized training, skilled work experience, and job duties that participants will be expected to perform during the internship phase of this program, a second salary step at \$12.00 an hour is requested for the WEX Trainee classification. Amending the WEX Trainee classification by adding a Step 2 at \$12.00 per hour will allow for the differentiation between entry level and more highly skilled work experience opportunities, and will appropriately compensate participants who have completed the specialized training and are performing higher level duties during their internship phase.

Throughout the development of this training program the various options around the employer of record were discussed. Given that the county has served in this capacity for WEX trainee positions it was determined that this responsibility was within the scope of current practice. The WDB receives 100% reimbursement from grants for the salaries of these trainees.

## CONSEQUENCE OF NEGATIVE ACTION:

If the request is not approved, WEX trainees will not be compensated appropriately for the higher skilled work to be performed during their internship placements as Medical Assistants and Medical Receptionists. In addition, not approving department's request to add Step 2 to the WEX Trainee classification may jeopardize future training programs in priority industry sectors.

## CHILDREN'S IMPACT STATEMENT:

The higher skilled level training programs in priority industry sectors support three of the five community outcomes established in the Children's Report Card: Families that are Economically Self Sufficient, Families that are Safe, Stable and Nurturing, and Communities that are Safe and provide a High Quality of Life for Children and Families.

## ATTACHMENTS

Resolution No. 2015/294

Resolution 2009-310

Resolution 2009-380

Resolution 2014-227

Resolution 2014-376

Resolution Redline Version