



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: February 2, 2016

Subject: Add and cancel positions in EHSD/CSB

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21807 to add three (3) Associate Teacher – Project (CJW1) (represented) positions at a salary plan and grade QH5 0643 (\$2,168 - \$2,635) and one (1) Teacher - Project (CJN1) (represented) position at a salary plan and grade QH5 0974 (\$2,921 - \$3,550); cancel one (1) Master Teacher – Project (CJT1) (represented) vacant position # 14805 at a salary plan and grade QH5 1005 (\$3,102 - \$3,771) and three (3) Early Childhood Educator - Project (9MW4) (represented) vacant positions #14167, 14168, and #15500 at a salary plan and grade QH5 0974 (\$2,921 - \$3,550) in the Employment and Human Services Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost saving of approximately \$30,361, which includes \$4,358 in pension cost savings.

**BACKGROUND:**

The child care program operated by Community Services Bureau (CSB) is ratio-driven. Both the Community Care Licensing and

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/02/2016** ☒ 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  
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: February 2, 2016

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

By: Chris Heck, Deputy

Contact: Reni Radeva (925)  
681-6321



### BACKGROUND: (CONT'D)

Head Start regulations require that classrooms are staffed at all times with qualified and sufficient number of teaching staff. CSB experiences difficulties to always ensure that sufficient numbers of qualified substitute teachers and associate teachers are available to meet ratio and qualification requirements. The substitute teaching staff used by CSB are county temporary employees. The majority of them work for several different programs and are not always available to substitute at CSB centers with a short notice of request or in case of emergency. Throughout the years CSB was able to hire permanent teacher and associate teacher floaters to be used to cover for absent staff in the classrooms. With opening classrooms and changing program options, these permanent floaters were placed in assigned classrooms, thus at this time CSB does not have any permanent teacher or associate teacher floaters. Canceling vacant positions in classifications that we are not planning to expand and adding more teacher and associate teacher positions to be used as permanent floaters will ensure that the Community Service Bureau has sufficient number of qualified and available staff to maintain the teacher/adult ratio at all times.

### CONSEQUENCE OF NEGATIVE ACTION:

If CSB does not add teacher and associate teacher positions, the Bureau cannot hire permanent floaters and will need to depend only on substitute staff - County temps. Due to substitute staff's availability and scheduling challenges, CSB may not be always able to ensure the required number of qualified staff to meet ratio regulations. Failure to ensure that ratio and qualification requirements are met in the classrooms at all times, may result in program deficiency and may impact the program's operation and future funding.

### CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five outcomes establish by the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families. The teachers and the associate teachers provide services that are geared toward supporting all of these outcomes.

### ATTACHMENTS

P300 No. 21807 EHSD

P300 No. 21807 Attachment 1A