



Contra
Costa
County

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: June 7, 2016

Subject: Add two Eligibility Work Supervisor I positions and cancel two Social Work Supervisor I positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21860 to add two (2) Eligibility Work Supervisor (XHHA) (represented) positions at Salary and Grade KX 1506 (\$4,931-\$6,297) and cancel two (2) vacant Social Work Supervisor I (XHOA) (represented) positions #10052 and #10053 at Salary and Grade 215 1582 (\$5,330 - \$6,479) in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of these positions, there will be no county cost increase for the current fiscal year and cost savings are expected.

BACKGROUND:

The Employment and Human Services Department has determined there is an operational need for two additional Eligibility Work Supervisor I's to supervise the additional permanent and temporary eligibility staff. Eligibility workers were hired to process the increased client cases; each worker averages approximately 125 cases. The two new Eligibility Work

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/07/2016** ☒ 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: June 7, 2016

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

By: Chris Heck, Deputy

Contact: Anne Crisp 3-1527

Supervisors will supervise Welfare to Work units in Antioch and Richmond and will reduce the

BACKGROUND: (CONT'D)

supervisory span of control of 10-12 workers to 9 workers per unit. In addition, Eligibility Work Supervisors are responsible for ensuring the department provides timely client services, in accordance to the Work Participation Rate (WPR).

CONSEQUENCE OF NEGATIVE ACTION:

If the positions are not approved, the Department will have insufficient supervisory staff to effectively monitor and assess the work of eligibility staff, and may result in failures to adhere to Federal and State mandates and negatively impact families served by the Department.

CHILDREN'S IMPACT STATEMENT:

These positions will provide the Department with the supervisory capacity to provide clients with services. These services are critical to support community outcomes established in the Children's Report Card, specifically 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.

ATTACHMENTS

P300 No. 21860 EHSD