



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: August 9, 2016

Subject: Add one Information Systems Specialist III and cancel one Web Producer position in Employment and Human Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21877 to add one (1) Information Systems Specialist III (LTTA) (represented) position at Salary Plan and Grade TB5 1541 (\$5,323 - \$6,470) and cancel one (1) Web Producer (LBTF) (represented) vacant position #16341 at Salary Plan and Grade ZB5 1543 (\$5,334 - \$6,483) in the Information Technology Division of the Employment and Human Services Department.

**FISCAL IMPACT:**

Upon approval of this transaction will result in cost savings. This position is funded 42% Federal revenue, 48% State revenue, and 10% County cost.

**BACKGROUND:**

As a part of their ongoing strategic assessment, the Information Technology Division has determined that adding one Information Systems Specialist III and canceling Web Producer position #16341 will provide flexibility to support the various initiatives and requirements of EHSD. The Information System Specialist III will be responsible for updating content

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Mary N. Piepho, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: Candace Andersen, District II  
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 9, 2016

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

By: Chris Heck, Deputy

Contact: Cheryl Morse (925)  
313-1558

and managing

### BACKGROUND: (CONT'D)

the Internet (Web), as well as various Intranets maintained by the Employment and Human Services Department. This work is currently being performed by a contract employee. Discontinuing the current contracted employee and canceling a vacant Web Producer position will result in a cost savings as well as off-set the cost of adding one full-time Information System Specialist III position.

### CONSEQUENCE OF NEGATIVE ACTION:

If this Information Systems Specialist III position is not approved, the Department will not have the internal resources required to maintain the Internet and the multiple departmental Intranet websites responsible for updating current content and properly functioning websites..

### CHILDREN'S IMPACT STATEMENT:

Ensuring that EHSD's websites are updated with current content and functioning properly is important to their effectiveness as an outreach tool and safety net for the community we serve.

### ATTACHMENTS

P300 No. 21877 EHSD