



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 27, 2016

Subject: Add one EHS Division Manager-Project and one Administrative Assistant II-Project position in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21936 to add one (1) Employment and Human Services Division Manager-Project (XAD1) (represented) full time position at Salary Plan and Grade Z12 1841 (\$7,381-\$9,449) in the Employment and Human Services Department's Zero Tolerance for Domestic Violence Initiative Unit.

ADOPT Position Adjustment Resolution No. 21937 to add one (1) Administrative Services Assistant II Project (APV2) (represented) full time position at Salary Plan and Grade Z25 1475 (\$4,986-\$6,061) in the Employment and Human Services Department's Zero Tolerance for Domestic Violence Initiative Unit.

FISCAL IMPACT:

Funding for both positions is accounted for in Appropriation and Revenue Adjustment No. 5006. Upon approval Position Adjustment Resolution No. 21936, will have an annual cost of \$146,749. This project position will be funded 100% Federal revenue. The annual pension cost is \$30,897.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/27/2016** ☒ 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: September 27, 2016

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)
313-1560

cc: Holly Trieu

Upon approval of Position Adjustment Resolution No. 21937, will have

FISCAL IMPACT: (CONT'D)

an annual cost of \$107,919. This project position will be funded 60% Federal revenue, 40% State revenue. The annual pension cost is \$21,904.

BACKGROUND:

Employment and Human Services Department is a participant in an innovative multi-sector partnership devoted to advancing optimal outcomes for youth at the highest risk of involvement or already involved in the juvenile justice system in Contra Costa County. The overall management of the Youth Justice Initiative (YJI) /Justice Assistance Grant (JAG) is with Employment and Human Services Department. Specifically the YJI will serve as a hub for coordination, capacity building and dissemination of best and promising practices and initially test two pilot programs: 1) a school-wide prevention and intervention effort for some of the County's highest-risk students, beginning with a pilot middle school in the Antioch School District. 2) Comprehensive post-disposition advocacy, reentry, and aftercare services to improve outcomes and reduce recidivism for juvenile probationers throughout the County. The Department has determined in order to maintain staffing continuity that an EHS Division Manager- Project is needed. The EHS Division Manager-Project will implement, organize, direct and coordinate the activities of the YJI including developing policy, identifying best practices, leveraging local and national resources and testing a minimum of two evidence based approaches in collaboration with multiple public and private agencies.

The Domestic Violence Division in the Employment and Human Service Department is responsible for the management of federal grants from the Office of Victims of Crime and Commercially & Sexually Exploited Children (SCEC). The Department is requesting to convert the contract to one full time Administrative Services Assistant II Project position. The position will coordinate and develop a system of care for human trafficking (HT) victims. The position will oversee deliverables for a federal grant, provide implementation consultation to Children and Family Services on new Human Trafficking mandates and develop critical policies in this area of human exploitation. The position is also needed to sustain consistent staff to meet the demands of the funders and mandates.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, deliverables required by the funding sources will not be completed and the department will not have the appropriate staff to oversee and manage the Federal Grant programs.

CHILDREN'S IMPACT STATEMENT:

These positions will provide the Department with the staff to provide at risk youth and youth involved in the juvenile justice system with services to reduce rates of youth-related violence. These services are critical to support (1) Children Ready for and Succeeding in School; Children and Youth Healthy and Preparing for Productive Adulthood; and (5) communities that are Safe and provide a High Quality of Life for Children and Families.

ATTACHMENTS

P300 No. 21936 EHSD

P300 No. 21937 EHSD