



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 18, 2016

Subject: Add two Aging & Adult Services SR Staff Assistant positions in Employment & Human Services/Aging & Adult Services Bureau

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21935 to add two (2) Aging & Adult Services Senior Staff Assistant (XQVB) (represented) full time positions at Salary Plan and Grade ZB5 1642 (\$5,883-\$7,151) in the Employment and Human Services Department, Aging and Adult Services Bureau.

**FISCAL IMPACT:**

Upon approval, these positions will have an approximate annual cost of \$250,496, including estimated pension costs of \$51,684. The position is funded 48% Federal revenue, 39% State revenue, and 13% County and other local revenues.

This transaction is part of the 49 additional positions funded under the recently approved Appropriation Adjustment No. 5006. (9/27/16: C.12)

**BACKGROUND:**

Aging and Adult Services Bureau of the Employment and Human Services Department is requesting two (2) Aging and Adult Services

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/18/2016** ☒ 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: October 18, 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



## BACKGROUND: (CONT'D)

Senior Staff Assistant positions.

The first position is responsible for providing coordination of services in the Adult Protective Services (APS) program which includes coordination, facilitation and implementation of the forensic team. Duties include facilitation of the quarterly forensic death review involving multiple community based and county agencies. Additionally, the Aging and Adult Services Senior Staff Assistant is responsible for developing recommendations for systems and administrative changes based on forensic review findings. The position is also responsible for collecting data and developing reports on the activities of community agencies providing support services to APS clients.

The second Aging and Adult Services Senior Staff Assistant is responsible for the facilitation and coordination of the Multidisciplinary (MDT) team, data management and reporting. This position is responsible for coordination with multiple community based programs and facilitating the transition of complex elder abuse cases to the MDT process. Duties include facilitation and coordination of the monthly Multidisciplinary team, maintaining team records and managing confidentiality statements. The position is further responsible for oversight of the Multidisciplinary database. And, the coordination of the APS Resource room including the management of the tangible services fund for emergency needs and durable medical equipment. This position is a mandated APS function that will continue after the end of the grant years.

## CONSEQUENCE OF NEGATIVE ACTION:

Without the addition of these two positions, Adult Protective Services will be unable to adhere to the state mandate to operate critical Elder Abuse intervention services including multidisciplinary teams, tangible services and intensive care coordination for complex cases involving community partners. Further, Social Workers in Adult Protective Services rely on these services to manage the most complex cases and without the support and assistance of the Aging and Adult Senior Staff Assistants, Social Workers will be unable to meet the needs of the most vulnerable elders in the program.

## CHILDREN'S IMPACT STATEMENT:

No impact.

## ATTACHMENTS

P300 No. 21935 EHSD