



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: July 11, 2017

Subject: Add one Business Systems Analyst position and cancel one vacant Workforce Services Specialist position in EHSD

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21975 to add one (1) Business Systems Analyst (LTWK) (represented) position at Salary Plan and Grade ZB5 1694 (\$6,194-\$7,529) and cancel one (1) Workforce Services Specialist (XANA) vacant position #5245 at Salary Plan and Grade ZB5 1743 (\$6,502-\$7,903) in the Workforce Development Board of the Employment and Human Services Department.

**FISCAL IMPACT:**

Upon approval of this position, there will be cost savings of \$21,142 in annual personnel expense and an annual pension cost savings of \$7,400. This position will be 100% funded by Federal revenue.

**BACKGROUND:**

The State of California Labor and Workforce Development Agency is responsible for workforce development policy and administration. Policy responsibility is under the purview of the California Workforce Development Board and the administration responsibility is under the purview of the California Employment Development Department. As of July 1, 2016, the Contra Costa County Workforce Development Board is required to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/11/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: July 11, 2017

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)  
313-1560

cc: Holly Trieu

manage information and reporting systems for all participant activities and the associated investments of Workforce

### BACKGROUND: (CONT'D)

Innovation and Opportunity Act (WIOA) funds in the county. The reporting and managing information system used by local Workforce Development Areas is the CalJOBS system. The CalJOB system is overseen and managed by the State. The county's Workforce Development Board is also required by the local Workforce Development Areas and the local Board Recertification to meet and exceed its negotiated Workforce Innovation and Opportunity Act (WIOA) performance levels with the State of California.

In 2013, the CalJOBS system was redesigned, upgraded, and was fully implemented within the past 12 months. During the implementation stage of the CalJOBS system, EHSD employed a temporary employee. In order to remain in compliance with its responsibilities as a local Workforce Development Area and with Local Board Recertification, the department has determined that a dedicated lead staff person with substantial technical skill and business analytical ability is needed to maintain the management information and reporting of Workforce Innovation and Opportunity Act (WIOA) activities and investments. The department and Human Resources have verified that the Business Systems Analyst classification is the appropriate class to perform required duties. It is imperative that a permanent Business System Analyst position be added in order for the County to continue to remain in good standing with the local Workforce Development Area.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the county's Workforce Development Board will not have a dedicated lead staff person to track federally-required participant records for the Workforce Innovation and Opportunity Act (WIOA). The inability to effectively perform this function would ultimately put Contra Costa County at risk of not continuing to hold its designation as a Local Workforce Development Area (LWDA) in California and may result in a loss of federal funds to the county.

### ATTACHMENTS

P300 No. 21975 EHSD