



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: November 8, 2016

Subject: Add 17 Eligibility Worker I positions and cancel 17 Medi-Cal Program Assistant positions in EHSD

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21980 to add seventeen (17) Eligibility Worker I (XHWA) (represented) positions at salary plan and grade 255 0948 (\$2,845-\$3,458) and cancel seventeen (17) Medi-Cal Program Assistant (XHSB) (represented) vacant position #10614, #10620, #10627, #10634, #10637, #10644, #10656, #10658, #10663, #10671, #10676, #10677, #10684, #10687, #10694, #10699, #10700 at salary plan and grade 255 1384 (\$4,381-\$5,326) in the Employment and Human Services Department, Workforce Services Bureau.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost savings of \$308,652, which includes estimate pension cost savings of \$108,035. These positions will be funded 12.5% Federal revenue, 83.75% State revenue, and 3.75% County cost.

**BACKGROUND:**

Currently, EHSD has Eligibility Worker I positions designated to their Eligibility Work Training Unit (EWTU). Once eligibility workers successfully complete their initial EWTU

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/08/2016** ☒ 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: November 8, 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

training, they are eligible to move into another eligibility worker position with an assigned caseload to support CalWORKS, CalFresh and Medi-Cal programs.

### BACKGROUND: (CONT'D)

Over time eligibility workers may be eligible to apply for and/or promote into higher level eligibility worker, Medi-Cal Program Assistant and Social Service Program Assistant positions. Due to turnover and the specialized minimum qualifications of the Medi-Cal Program Assistant classification, it has been challenging to fill positions at this level.

The department has identified 17 vacant Medi-Cal positions that would be better filled at the beginning stages of the eligibility work classifications. This will provide the department the opportunity to hire entry level eligibility workers that can participate in the EWTU and over time become eligible to move up through the eligibility worker classifications, and support the department's efforts to provide timely services to families and individuals eligible for CalWORKS, CalFresh and Medi-Cal program. Therefore, the department is requesting to cancel 17 vacant Medi-Cal Program Assistant positions and add 17 Eligibility Worker I positions.

### CONSEQUENCE OF NEGATIVE ACTION:

If these positions are not approved, EHSD will not have the appropriate staffing levels to provide assistance to families of CalWORKS, CalFresh and Medi-Cal programs.

### CHILDREN'S IMPACT STATEMENT:

### ATTACHMENTS

P300 No. 21980 EHSD