



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 8, 2016

Subject: Add one SS Staff Development Specialist position and cancel one Sr Social Services Information Systems Analyst position in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21982 to add one (1) Social Services Staff Development Specialist (X4SK) (represented) position at salary plan and grade KZ5 1642 (\$5,883 - \$7,151) and cancel one (1) vacant Senior Social Services Information Systems Analyst (XQVC) (represented) position #15324 at salary plan and grade KZ5 1837 (\$7,136 - \$7,868) in the Employment and Human Services Department, Administrative Services Bureau.

FISCAL IMPACT:

Upon approval, this action will result in approximate annual cost savings of \$27,198, including estimated pension cost savings of \$9,519. This position will be funded 45% Federal revenue, 45% State revenue, and 10% County cost.

BACKGROUND:

The Employment and Human Services Department Staff Development division is responsible for working with the department bureaus to identify specific training needs, create training plans to address the needs, and facilitate training classes. The division is responsible for creating and facilitating online, virtual and classroom based training; and

☒ 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

researching, developing and creating current day soft skills, general skills and leadership/training programs for EHSD employees. The Staff Development division is working with Captivate, an e-Learning software

BACKGROUND: (CONT'D)

program, to create e-Learning material for training. The position will be responsible for reviewing and evaluating training programs for effectiveness and making related changes and/or improvements.

CONSEQUENCE OF NEGATIVE ACTION:

If the Social Service Staff Development Specialist position is not added, the Department will be at risk of not being in compliance with Federal mandates and county policy training mandates.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21982 EHSD