



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: February 14, 2017

Subject: Establish the classification of Child Support Assistant Supervisor and Reclassify Clerical Supervisor Incumbents in Dept. of Child Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22027 to establish the classification of Child Support Assistant Supervisor (JJHJ) (represented) at salary plan and grade K65 1483 (\$5,026 - \$6,109) and reclassify two (2) Clerical Supervisors (JWHF) (represented) position numbers 3548 and 3756 and the incumbents to the newly established classification in the Department of Child Support Services.

FISCAL IMPACT:

This action will result in an increase in departmental cost of approximately \$1,115 per employee per month or an annual cost of \$13,379 (including \$274 in pension costs) per employee per year. The Department of Child Support Services is fully funded by 66% Federal and 34% State grant funds. There is zero cost to the County General Fund.

BACKGROUND:

A desk audit of the job duties of the two incumbent Clerical Supervisors was performed. The duties of these incumbents have been determined to be the supervision of specialized

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/14/2017** ☒ 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: February 14, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Adrienne Todd, (925)
313-4454

BACKGROUND: (CONT'D)

clerical teams, and thus requires a wider scope of knowledge than what is normally required to supervise general clerical work. The recommendation was to establish a new classification to properly define the duties and classify the staff performing the job.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the current classification does not include the needed specialized knowledge or allow for a higher level of responsibility to be taken by incumbents.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

AIR 27872 P300 22027 Establish CSA Supv