



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 7, 2017

Subject: Reclassify one (1) Child Nutrition Division Nutritionist-Project to Comprehensive Services Manager Project in Employment and Human Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22016 to reclassify one (1) Child Nutrition Division Nutritionist-Project (9JS2) (unrepresented) position #14151 and incumbent at salary plan and grade D85 1447 (\$4,852 - \$ 5,898) (unrepresented) to Comprehensive Services Manager-Project (9MS3) (unrepresented) and allocate at salary plan and grade C85 1454 (\$4,886 - \$5,939) in the Employment and Human Services Department, Community Services Bureau.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual personnel cost increase of \$861.00 and \$169.00 annual retirement cost increase. (50% Federal, 50% State)

**BACKGROUND:**

Human Resources conducted a review of the Child Nutrition Division Nutritionist- Project job responsibilities and duties, as well as the organizational reporting structure, and other managerial classes within Community Services Bureau. Based on the review, Human

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/07/2017** ☒ 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 7, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Reni Radeva (925)  
681-6321

cc: Reni Radeva

Resources

## BACKGROUND: (CONT'D)

concluded that the level of responsibility and the preponderance of assigned duties were not within the Child Nutrition-Division Nutritionist classification, but that of the Comprehensive Services Manager classification; therefore the current position and incumbent are not properly classified. The study noted that the Child Nutrition-Division Nutritionist responsibilities for the nutrition program area have evolved over the years. The Child Nutrition-Division Nutritionist's primary responsibilities are to oversee and manage the Child Nutrition Food program services, and serve as the nutrition content area specialist. The Child Nutrition Food program provides services to federal and state program eligible families and their children 0-5 years of age in child care programs. Additional duties include supervising and providing direction to nutrition and clerical staff, as well as providing support to the Child Nutrition Food Operations Supervisor-Project.

Human Resources recommends the current Child Nutrition-Division Nutritionist position and its incumbent be reclassified to the Comprehensive Services Manager - Project classification for the following reasons:

Community Services Bureau content area specialists for health, mental health, disabilities, nutrition, education, parent involvement, and social services are classified as Comprehensive Services Managers, and the Child Nutrition-Division Nutritionist is performing duties consistent with the duties and level of responsibility found within the Comprehensive Services Manager-Project classification.

## CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Supervisors elect not to approve the request for reclassification, the incumbent will not be classified or compensated appropriately.

## CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five outcomes established by the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families. The requested action will better support all five outcomes.

## ATTACHMENTS

P300 No. 22016 EHSD