



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: April 18, 2017

Subject: Add (5) Intermediate Clerk-Project, (1) Accountant III and Cancel (2) Clerk Experienced, (4) Clerk Senior positions in Community Services Bureau/EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22040 to add five (5) Intermediate Clerk-Project (99J3) (represented) positions at Salary Plan and Grade QH5 0946 (\$3,073 - \$3,735), and one (1) Accountant III (SATA) (represented) position at Salary Plan and Grade ZB5 1576 (\$5,511 - \$6,699); cancel two (2) Clerk Experienced Level (JWXB) (represented) vacant positions #3956 and #15367 at Salary Plan and Grade 3RH 0750 (\$2,905 - \$3,605), and four (4) Clerk Senior Level (JWXC) (represented) vacant positions #4683, #10573, #14480 and #14473 at Salary Plan and Grade 3RX 1033 (\$3,210 - \$4,100) in the Employment & Human Services Department, Community Services Bureau.

FISCAL IMPACT:

The requested positions are funded in the Employment and Human Services Department FY 2016-17 budget. Upon approval, there will be an additional annual cost of \$3,968, with an estimated pension cost of \$785. The new positions will be primarily offset by the cancelation of vacant clerical positions and the remaining cost will be adjusted in the FY 2017-18 budget. Positions are funded by 50% Federal & 50% State revenues; there will be no net county cost.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/18/2017** ☒ 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: April 18, 2017

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

Contact: Eric Pormento (925) 313-6331 Reni Radeva 313-6321 Swashant'e Dillon 313-6322

By: Rolanda Hartfield, Deputy

BACKGROUND:

Community Services Bureau of Employment & Human Services Department operates the County's Federal Head Start and State Child Development Programs. Both Federal and State regulations on early education and childcare services require high performance standards to ensure the safety and quality childcare services are provided to children and families enrolled in the program. These clerical positions are needed to support the Comprehensive Services Managers in data gathering, documentation, and filing of required reports mandated by Office of Head Start and California Department of Education. These positions are ratio-driven with one support staff member for every 90 families enrolled. Continuing to operate with temporary staff adversely impacts not only the work but the quality of the services provided. The clerical support will be provided in the most critical areas of Contra Costa County. The Accountant III position is critical for the fiscal vitality of the program. The new Uniform Guidance regarding sub-recipient monitoring has placed additional duties on CSB's fiscal unit. CSB has the largest subcontractor pool of any other bureau in the department and the current accountants are unable to carry this new load.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Community Services Bureau will not have the desired staffing levels to meet the funders recordkeeping and reporting mandates.

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. 22040 EHSD CSB

P300 No. 22040 Attachment A-1