



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: December 12, 2017

Subject: Transition Senior Clerk-Project and Intermediate Clerk-Project Positions and Incumbents into the Merit System

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22161 to transition one (1) Senior Clerk - Project (9KT7) (represented) position number 12601 at salary plan and grade QH5 1089 (\$3,611 - \$4,389) and incumbent into the Merit System classification of Clerk-Senior Level (JWXC) (represented) at salary plan and grade 3RX 1033 (\$3,307 - \$4,224); transition one (1) Intermediate Level Clerk -Project (99J3) (represented) position number 14171 at salary plan and grade QH5 0946 (\$3,134 - \$3,810) and incumbent into the Merit System classification of Clerk - Experience Level (JWXB) (represented) at salary plan and grade 3RH 0750 (\$2,993 - \$3,714) in the Employment and Human Services Department/Community Services Bureau.

FISCAL IMPACT:

Upon approval, the fiscal impact associated with these actions will result in a \$1,740 annual salary and benefits cost savings of which the retirement cost savings will be \$337. The positions are funded by 50% Federal and 50% State revenue within the Employment and Human Services, Community Services Bureau FY 2017-2018 budget; funding for the positions will be ongoing. These actions do not have an impact on County General Funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/12/2017** ☒ 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: December 12, 2017

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

Contact: Reni Radeva (925) 681-6321;
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva

BACKGROUND:

The Employment and Human Services Department (EHSD), Community Services Bureau (CSB) is requesting to transition the Senior Clerk-Project position and incumbent and the Intermediate Level Clerk - Project position and incumbent into the merit system. The incumbents have met the provisions for transition from project to the merit system in accordance with PMR Section 1603.1 - Project Positions Transfer and 1603.10 - Requirement for Competitive Examination. As a result of the merge between EHSD and CSB, these incumbents/positions are a part of EHSD Administration.

Section

BACKGROUND: (CONT'D)

1603.1 of the Personnel Management Regulations states that when the Board of Supervisors establishes as regular service a program initially established by the Board for a specific limited period as part of an approved project, employees who have served in project positions at least one (1) year shall be included in the merit system if the Director of Human Resources recommends such inclusion, the Board of Supervisors approves the classification and its addition to the merit system, and the employee(s) was originally appointed to the project position from an eligible list on an open competitive basis. Human Resources has verified that the incumbent in position was appointed to the Project Position on February 19, 2015 from an eligibility list on an open competitive basis and has served for more than one (1) year.

Section 1603.10 of the Personnel Management Regulations states that In order to be included in the merit system under provisions of Section 1603, any employee who was not originally appointed to the project position being transferred from an established eligible list must obtain eligibility on an employment list through the competitive examination process and is subject to applicable certification provisions of the Personnel Management Regulations. (Added 12/02/97, Res. No 97/651). Human Resources has verified that the incumbent position was on the eligible list for Clerk Experienced-Level created from the 2014A recruitment.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, incumbents will not receive the benefits of being Merit System employees.

CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five (5) 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 action requested will not have any impact on the children and families served by Employment and Human Services Department, Community Services Bureau.

ATTACHMENTS

P300 No. 22161 EHSD

P300 No. 22161 EHSD - Attachment A-1