



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: January 9, 2018

Subject: Add One Account Clerk Supervisor Position and Cancel One Translator Position in the Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22193 to add one (1) Account Clerk Supervisor (JDHD) (represented) position at Salary Plan and Grade K6X 1340 (\$4,482 - \$5,723) and cancel one (1) Translator (J9WG) (represented) vacant position #10194 at Salary Plan and Grade 3R5 0847 (\$2,758 - \$3,352) in the Employment and Human Services Department, Administrative Services Bureau.

FISCAL IMPACT:

Upon approval, this action will result in an increase of approximately \$1,980 in net County cost for the current fiscal year 2017-18, and net annual pension cost increase of \$11,878. This position will be funded with 42% Federal revenue, 48% State revenue, and 10% County.

BACKGROUND:

In 2007, Community Services Bureau and the Employment and Human Services (EHSD) merged, however the Personnel and Payroll Unit were not fully integrated and continued to work separately. EHSD is requesting to add one additional Account Clerk Supervisor to integrate the department's payroll processes, provide supervision, and assist with the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/09/2018** ☒ 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: January 9, 2018

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)
608-5024

implementation of a new payroll software system and an automated leave administration program for the department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, EHSD's payroll unit will not have sufficient supervisory staff to fully integrate the Community Services Bureau's payroll unit or the leadership to oversee the implementation of the new payroll system and the automated leave administration program for the department.

ATTACHMENTS

P300 22193 Add Acct Clk Supv, Cxl Translator in EHSD