



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: January 16, 2018

Subject: Add One Administrative Services Assistant III Position and Cancel One Vacant Social Worker Position in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22210 to add one Administrative Services Assistant III (APTA) (represented) position at Salary Plan and Grade ZB5 1631 (\$5,994-\$7,286) and cancel one Social Worker (X0VC) (represented) vacant position #4946 at Salary Plan and Grade 255 1434 (\$4,931-\$5,993) in the Administrative Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

Approval of this action will result in increased personnel costs of \$20,666, with pension costs accounting for \$6,613 of the increase. The position is funded by 42% Federal revenue, 48% State revenue, and 10% County general funds that result in an annual net county cost of \$2,066.

BACKGROUND:

The Employment and Human Services Department (EHSD) requests to add one permanent full time Administrative Services Assistant III position in the Policy and Planning Division, and cancel one vacant Social Worker position.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/16/2018** ☒ 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
Federal D. Glover, District V
Supervisor

ABSENT: Karen Mitchoff, District IV
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 16, 2018

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)
608-5024

The Policy and Planning division in EHSD provides support for the department in the areas of strategic planning, data analysis and reporting, public policy, and fund development. An Administrative Services Assistant III in Policy and Planning will assist in researching, analyzing and writing materials regarding federal and state legislation and governmental regulations and affairs department-wide. Federal legislation and regulations, in particular, can have significant impact on the viability of EHSD's operations and funding. EHSD does not currently have resources to adequately track, analyze and respond to legislative and regulatory activities essential to the department's operations.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, EHSD will not be staffed to adequately respond to public policy shifts occurring at the federal and state level that would have significant budgetary and operational implications.

ATTACHMENTS

P300 #22210 (EHSD)