



**Contra
Costa
County**

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

Subject: Add One Secretary-Advanced Level and Cancel One Clerk-Experienced Level in Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22204 to add one (1) Secretary Advanced Level (J3TG) (represented) position at Salary Plan and Grade 3R2 1163 (\$3,885 - \$4,974) and cancel one (1) Clerk-Experienced Level (JWXB) (represented) vacant position #17168 at Salary Plan and Grade 3RH 0750 (\$2,993 - \$3,713) in the Employment and Human Services Department.

FISCAL IMPACT:

Approval of this action will result in an annual increase in personnel cost of \$17,345, and \$3,805 in pension costs. This position is funded by 44% Federal revenue, 49% State revenue, and 7% County general funds, an increase to the net county annual cost of \$1,214. The net county cost for the remainder of FY 2017/18 is estimated to be \$708.

BACKGROUND:

Currently, the Employment and Human Services Personnel Services Officer is supported by a temporary Secretary-Journey Level. In order to provide dedicated administrative support to the Personnel Services Officer, the department is requesting to add one Secretary-Advanced Level position. The Secretary-Advanced Level will provide

☒ 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

administrative and clerical support to EHSD's Personnel Services Officer, and provide lead direction to the Personnel Administration clerical and temporary staff. The Secretary-Advanced will be responsible for managing sensitive and confidential personnel information and exercising independent judgment on all matters, and will coordinate Labor meeting requests for the entire department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, EHSD will not have the permanent secretarial support for the Personnel Services Officer and to provide lead direction to the clerical and temporary staff in the EHSD Personnel unit.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 22204 Fiscal Analysis

P300 #22204 (EHSD)