



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 6, 2018

Subject: Add One EHS Deputy Bureau Director-Exempt Position and Cancel One Eligibility Work Supervisor I Vacant Position in Aging and Adult Services Bureau

**RECOMMENDATION(S):**

Adopt Position Adjustment Resolution No. 22225 to add one (1) EHS Deputy Bureau Director-Exempt (XAD2) (unrepresented) position at Salary Plan and Grade B85 2044 (\$9,026-\$10,971) and cancel one (1) Eligibility Work Supervisor (XHHA) (represented) vacant position #15344 at Salary Plan and Grade KKK 1506 (\$5,282-\$6,746) in the Aging and Adult Services Bureau of the Employment and Human Services Department.

**FISCAL IMPACT:**

Upon approval, the cost of the additional position will be partially offset by the cancellation of one vacant Eligibility Work Supervisor funded position, and will result in an increase in annual personnel costs of \$80,232, with pension costs accounting for \$15,840 of the increase. The EHS Deputy Bureau Director position will be funded by 30% Federal revenue, 33% State revenue, and 37% County general funds that results in an increase in annual net county cost of \$72,931. The net county cost for the remainder of FY 2017/18 is expected to be \$30,388.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/06/2018**  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: February 6, 2018

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)  
608-5024

cc: EHSD

## BACKGROUND:

The Employment & Human Services Department (EHSD) is requesting to add one EHS Deputy Bureau Director-Exempt position in the Aging and Adult Services (AAS) Bureau. This position will report to the Aging and Adult Services Director.

The Aging and Adult Services Director is responsible for planning, coordinating, implementing and monitoring a variety of state and federal programs that assist the community's elderly and disabled citizens. The programs include Adult Protective Services, In Home Support Services (IHSS), IHSS Public Authority, Area Agency on Aging (AAA), General Assistance, Health Insurance Counseling and Advocacy Program (HICAP), and Senior Community Services Employment Program (SCSEP). These programs are the fastest growing in the State and in EHSD, and are becoming increasingly complex in their services and regulations, which places significant strain on client services and the department's ability to meet federal and state compliance requirements. The EHS Deputy Bureau Director-Exempt will provide the Aging and Adult Services Bureau the appropriate and adequate executive management oversight for client services programs, insure the department meets federal and state compliance requirements, and provide supervision to managerial staff.

## CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Aging and Adult Services Bureau Director will not have sufficient executive managerial staff to effectively oversee program operations and service delivery to the county's elderly and disabled community, and meet federal and state compliance requirements.

## ATTACHMENTS

P300 #22225 1.17.18