



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: April 17, 2018

Subject: Retitle and Change Class Code of Health and Human Services Research and Evaluation Manager; Add 1 Position to the Office of Reentry and Justice.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22269 to retitle and change the job code of the Health and Human Services Research and Evaluation Manager (VQHA) (unrepresented) class to Research and Evaluation Manager (APHB) (unrepresented); and add one (1) position to the Office of Reentry and Justice in the County Administrator's Office.

FISCAL IMPACT:

This action will have an annual costs of \$165,320, which includes benefits and \$25,500 in retirement costs. This position will be funded 100% by AB 109 Public Safety Realignment Funds.

BACKGROUND:

On October 18, 2016, the Board of Supervisors approved the proposal from the Public Protection Committee to establish an Office of Reentry and Justice (ORJ) within the County Administrator's Office (CAO) as a pilot project. The CAO's office consulted with the Community Advisory Board (CAB) in the development of a proposal, which built on the work of the CAB and provides for a 2.5 year pilot project during which

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/17/2018** ☒ 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: April 17, 2018

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

Contact: Mary Jane
DeJesus-Saepharn (925) 335-1717

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

the ORJ will be established and implemented. The ORJ formally commenced on January 1, 2017 with budgeted funding approved through the end of fiscal year 2018-19. As per the approved October 18, 2016 Board Order (item C.117), in the third year of the project, the ORJ would recruit and hire a Research and Evaluation Manager

The mission of the ORJ is to build on, align and formalize a cohesive structure for the work currently being provided by the CAO and the contracted Reentry Coordinator in advancement of reentry, public safety realignment and justice initiatives.

In January 2018, the ORJ began working in conjunction with County Human Resources to begin recruitment efforts for the Research and Evaluation Manager. The classification of Health and Human Services Research and Evaluation Manager (VQHA) was identified as the most comparable of the County's existing job classes. Historically, and as reflected in the current job specification, the Health and Human Services Research and Evaluation Manager (VQHA) class was only assigned to the Health Services Department and the Employment and Human Services Department. To expand this classification for its needed use in the ORJ, and for any other County departments that may need human/social services program analysts and evaluators in the future, Human Resources recommends expanding the class to a County-wide classification. The Health Services Department and Employment and Human Services Departments are aware of proposed specification revisions and Human Resources' recommendation to expand the class to a County-wide classification.

It is recommended that:

1. The Health and Human Services Research and Evaluation Manager be retitled to Research and Evaluation Manager, and
2. The class code be changed from VQHA to APHB.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, the Office of Reentry and Justice will not be able to recruit for and hire a Research and Evaluation Manager, and therefore will be unable to meet their FY 18-19 staffing levels as set forth in the approved board order from October 18, 2016 (C.117).

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 22269