



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: June 26, 2018

Subject: Cancel one (1) Chief of Administrative Services (APDK), position 17452 and Add one (1) Child Support Services Manager (9CDA)

RECOMMENDATION(S):

Adopt position Adjustment Resolution No. 22314 to add one (1) full-time Child Support Svcs Manager (9CDA) (unrepresented management) position at salary plan and grade B85 1798 (\$8,427.23 - \$10,243.35) and cancel one (1) full-time Chief of Administrative Svcs (APDK) (unrepresented management) vacant position 17452 at salary plan and grade B85 1003 (\$8694.84 - \$10,568.63) in the Department of Child Support Services.

FISCAL IMPACT:

This transaction will result in a net salary savings of \$23,380 annually.

BACKGROUND:

The Department of Child Support Services (DCSS) has examined its current staffing and work assignments. At this time, it is in the best interest of the department to cancel the Chief of Administrative Services position and add a Child Support Services Manager position. Some of the higher level tasks that were to be assigned to the Chief of Administrative Services will be assigned to the Child Support Services Managers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/26/2018** ☒ 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: June 26, 2018

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

By: June McHuen, Deputy

Contact: Sarah Bunnell, (925)
313-4433

cc:

ATTACHMENTS

P300 22314