



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 12, 2019

Subject: Cancel One Administrative Services Assistant III Position in Employment and Human Services,  
Administrative Services Bureau

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22399 to cancel one (1) Administrative Services Assistant III (APTA) (represented) position no. 16289 at Salary Plan and Grade ZB5 1631 (\$6,174 - \$7,504), effective April 1, 2019, in the Employment and Human Services Department, Administrative Services Bureau.

**FISCAL IMPACT:**

Approval of this action will decrease annual costs by \$144,993, including a net annual cost of \$7,250. The FY 2018/19 cost decrease is estimated to be \$36,249, including a net annual county cost decrease of \$1,812. This position is funded 43% Federal, 52% State, and 5% County.

A companion item adding Department Fiscal Officer positions went to the Board on December 18, 2018. That action item added personnel costs, which are made cost neutral by this item.

**BACKGROUND:**

Employment and Human Services Department (EHSD) has had one Department Fiscal

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/12/2019** ☒ 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 12, 2019

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

By: Jami Napier, Deputy

Contact: Reni Radeva, (925)  
608-5036

cc: Reni Radeva

Officer (DFO), responsible for the budget, providing day-to-day fiscal oversight of all programs, and the supervision

### BACKGROUND: (CONT'D)

and training of eight (8) Fiscal Analyst. An additional DFO is required to support the needs of the department.

On December 18, 2018, the Board approved adding two DFO positions in the Administrative Services Bureau to provide a transition period between two new and one soon to retire DFO staff. One DFO position will be cancelled as of May 1, 2019.

This Board Order is to request one ASA III position be cancelled, making the addition of one DFO position cost neutral. In March 2019, one Administrative Services Assistant III position will be vacated when the incumbent retires. The position will be cancelled as of April 1, 2019.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will be unable to ensure a smooth transition of responsibilities and develop a more sustainable organizational structure. This in return could hinder the Department's ability to effectively and efficiently conduct its financial functions.

### ATTACHMENTS

AIR 36240\_P300 22399 ASAIII Cancellation BOS 2.12.19