



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: February 12, 2019

Subject: Reassign (4) positions from Aging and Adult Services to Administrative Services in EHSD

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22418 to reassign four (4) positions no. 4435, 13136, 13132, and 4005, and incumbents (represented) from Department 0503 (Aging and Adult Services Bureau) Org 5330, to Department 0501 (Administrative Services Bureau) Org 5101 in the Employment and Human Services Department effective March 1, 2019.

**FISCAL IMPACT:**

Upon approval, this action will have a salary and benefit cost shift from the Aging and Adult Services Bureau (0503) to the Administrative Services Bureau (0501). Appropriation Adjustment No 5040, submitted to the Board of Supervisors February 12, 2019, moves these expenses to the correct dept/org. The Department has journaled expenses for these four positions to 0501, starting July 1, 2018. This P300 and complimentary Appropriation Adjustment will eliminate the need for future journals.

Moving (1) Clerk Senior Level (4435), (1) Volunteer Emergency Services Program

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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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: Bao Tran (925)  
608-5027

cc: Bao Tran

Specialist (13136), (1) Volunteer Emergency Services Program Specialist (13132), and (1) Volunteer Program Coordinator (4005) positions in the Aging and Adult Services will not impact the budget. Costs will remind the same

### FISCAL IMPACT: (CONT'D)

at \$439,148. These positions are claimed as overhead and funded with a combined average of 17% open-ended federal revenue, 52% capped state allocation and capped 2011 Realignment revenues, 26% state capped Medi-Cal allocation and open-ended Title XIX Health-Related revenues, and 5% county General funds. No revenue adjustments are needed.

### BACKGROUND:

Volunteer Emergency Services (VES) staff carry out department wide support for clients (across numerous bureaus) including coordinating donations and resources for clients and administering grant funds. These functions of resource development and grant activities are centralized to support the entire Department in the Policy & Planning Unit under the Office of the Director. The shift is aligned with greater organizational efficiency and leveraging skills and talents.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the County will not be able to maximize efficiency in administering the Administrative Services Bureau, Policy & Planning Division.

### ATTACHMENTS

P300 No. 22418 EHSD