



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: August 11, 2020

Subject: Re-title HS Planner Evaluator and Add One Planner Evaluator Level B and Cancel One Sr. Social Services Info Systems Analyst Position in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22482 to re-title Health Services Planner/Evaluator - Level A (VCXC) (represented) to Planner/Evaluator - Level A (VCXC) (represented) and Health Services Planner/Evaluator - Level B (VCXD) (represented) to Planner/Evaluator - Level B (VCXD) (represented); add one (1) Planner/Evaluator Level B (VCXD) (represented) position at salary plan and grade ZB2 1323 (\$4,876.53 - \$7,990.76), and cancel one (1) Senior Social Services Information Systems Analyst (XQVC) (represented) position number 10559 at salary plan and grade KZ5 1837 (\$7,873.97 - \$8,681.05), in Employment and Human Services Department, Administrative Services Bureau.

FISCAL IMPACT:

This position will be funded with 50% Federal, 45% State and 5% County funds. Due to the offsetting deletion of one Sr. Social Services Information Systems Analyst position, this action will cause an annual salary and benefits budget decrease of \$20,847, including a \$6,588 decrease in pension costs. This Fiscal Year, there will be a budget decrease of about \$17,372.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/11/2020** ☒ 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: August 11, 2020

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

By: June McHuen, Deputy

Contact: Reni Radeva (925)
608-5036

cc: Reni Radeva, Debora Butte

BACKGROUND:

The Policy and Planning Unit of the Administrative Services Bureau of the Employment and Human Services Department is in need of a permanent position that will be responsible for program planning and evaluations. This position will be responsible for completion of complex program planning studies, identifying Social Services delivery problems, gathering, tabulating and analyzing data relevant to services being provided.

For several years the unit had the support of an Administrative Services Assistant III who performed these duties which are aligned with the Health Services Planner/Evaluator – Level B classification. This employee's previous experience was conducting research, statistical analysis, planning and evaluating programs, thus he met the needs of the unit very well. Since the departure of the past incumbent, the unit has not been able to fill the position. Although interviews were conducted, no candidate displayed the knowledge and skills needed by the unit since the Minimum Qualification requirements and skills and training required for this classification are different than the needs of the unit. An analysis of the duties performed by the former employee and the needs of the unit confirmed that the position needed a Planner/Evaluator Level B. The research, evaluation and planning performed by the Policy and Planning Unit are crucial for the entire Department and the effectiveness and efficiency of its services.

Position number 10559 being deleted has been vacant in the Administrative Services Bureau since March, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

Without a proper classification level the Policy and Planning Unit will not be able to provide adequate support to the different bureaus within EHSD.

ATTACHMENTS

P300 22482_AIR 37225_RETITLE - EHSD Add Planner Eval Cancel SSISA