



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: July 28, 2020

Subject: Reclassification Aging and Adult Services Senior Staff Assistant to a Program/Project Coordinator

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. #22477 to reclassify one (1) Aging and Adult Services Senior Staff Assistant (XQVB) (represented), position #4634 at salary plan and grade ZB5 1642 (\$6,686 - \$8,127) and its incumbent to the classification of Program/Projects Coordinator (APHA) (represented) at salary plan and grade ZA2 1771 (\$7,826 - \$9,536) in the Employment and Human Services Department.

FISCAL IMPACT:

If approved, the Program/Project Coordinator position will be funded with a combined average of 33% Federal and State Area Agency on Aging revenue, 13% capped state allocation, 27% open-ended federal XIX Health-Related revenue, 17% state 2011 Realignment, a 10% County General Fund. Upon approval of the reclassification, the Department will provide additional fiscal information.

BACKGROUND:

The Bureau Director of Aging and Adult Services requested a desk audit be completed for an Aging and Adult Services Senior Staff Assistant. A Position Description Questionnaire

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/28/2020** ☒ 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: July 28, 2020

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

By: June McHuen, Deputy

Contact: Lisa Thomas
925-608-5030

cc: Lisa Thomas

was completed detailing current duties and

BACKGROUND: (CONT'D)

responsibilities as an Aging and Adult Services Senior Staff Assistant in the Employment and Human Services Department (EHSD).

As an Aging and Adult Services Senior Staff Assistant, the employee coordinates with a variety of outside agencies for care and delivery of optimum services to the senior citizens of Contra Costa County. The incumbent currently works with the County Supervisor District Coordinator, Senior Center Director with the City of San Pablo, Finance Director of the Crisis Center, as well as the Housing Director in the coordinator of combining resources regarding housing, food, transportation and abuse shelters to the County's most vulnerable citizens. The incumbent also leads the Information & Assistant (I&A) program where her duties and responsibilities have grown as the project scope has expanded to include the Adult Protective Services and In-Home Support Services programs. The I&A program has become a single point of contact for seniors needing resources.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the incumbent and position will not be classified appropriately.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 38130 P300 22477 Reclass AAS