



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: July 23, 2019

Subject: Reassign Clerk Experienced Level Vacant Positions from Workforce Services Bureau to Administrative Support Services Bureau

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22480 to reassign two (2) vacant Clerk Experienced Level (JWXB) (represented) positions (#4181 and #16113) at Salary Plan and Grade 3RH 0750 (\$3,206 - \$3,897) from Department 0504 (Workforce Services Bureau) to Department 0501 (Administrative Support Services Bureau), in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this action will have a salary and benefit cost of \$123,879 shift from the Workforce Services Bureau (0504) to the Administrative Support Services Bureau (0501). The positions will be funded with 17% Federal, 78% State and 5% County funds. The annual pension costs will be \$40,884.

BACKGROUND:

The Employment and Human Services Department (EHSD) is requesting to move two vacant Clerk Experienced Level (represented) positions, numbers 4181 and 16113, from the Workforce Services Bureau to the Administrative Support Services Bureau. Creating the appropriate staffing level to support the Administrative Bureau is crucial for its operational

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/23/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor
Candace Andersen, District II
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 23, 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

needs. The positions are not needed within Workforce Services Bureau.

BACKGROUND: (CONT'D)

Position 4181 will be responsible for supporting the functions of the Contracts and Grants Unit, which handles over 400 contracts including renewals, amendments and non-financial agreements. This critical position is responsible for entering data, keeping track of contracts assignments and maintaining up to date tracking mechanisms. This position is needed to timely move contracts forward to completion, and to not delay the execution of vital contract deliverables and contractor payments. Position 16113 is needed in the Clerical Administrative unit to support Bureau Directors within the Administrative Support Services Bureau. This position will assist with lower level clerical duties needed to support five (5) Secretaries and five (5) Bureau Directors in the day-to-day administrative functions of the Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, EHSD will not be able to move two positions that are needed to maximize efficiencies in administering contracts and general administrative services in the Administration Support Bureau of the Department.

ATTACHMENTS

P300 No. 22480 EHSD