



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: December 17, 2019

Subject: Cancel One Clerk Experienced Level and Add One Clerical Supervisor in the Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22502 to cancel one (1) Clerk Experienced Level (JWXB) (represented) position #4182 at Salary Plan and Grade 3RH 0750 (\$3,206 - \$3,978), and add (1) Clerical Supervisor (JWHF) (represented) at Salary Plan and Grade K6X 1290 (\$4,569 – \$5,835) in the Employment and Human Services Department (EHSD), Administrative Support Services Bureau.

FISCAL IMPACT:

Approval of this personnel action will have an annual cost increase of \$36,433, with a pension cost increase of \$10,437. This will be funded by 44% Federal revenue, 51% State revenue, and 5% County funds.

BACKGROUND:

The Staff Development Division shares an office space at 2600 Stanwell Drive, Concord, where ninety-six (96) EHSD staff members are located. Due to a number of changes that include a reorganization of assignments and retirements, the 2600 Stanwell office has been left without a Building Supervisor role to manage on-site safety duties, which is the practice at other EHSD locations. Consequently, Staff Development Division Manager assumed the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/17/2019** ☒ 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: December 17, 2019

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

By: June McHuen, Deputy

Contact: Bao Tran, (925)
608-5027

cc: Bao Tran

responsibility of Building

BACKGROUND: (CONT'D)

Supervisor, which includes the following duties: ensuring staff have access to the building, conducting and monitoring emergency safety protocols, fire and earthquake drills, handling building complaints, processing work orders, ergonomics, equipment, and relocation of staff. Also, a clerical team consisting of three (3) Clerks is currently operating without a direct supervisor.

With current business and operational needs, it is more critical to have a Clerical Supervisor position rather than an Experienced Level Clerk to support the building functions and the Staff Development clerical team. The new Clerical Supervisor position will report to the Staff Development Division Manager, who will also have complete oversight of the building facility.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, EHSD will not have supervisor support for the Staff Development functions. Additionally, there would be no supervisor to perform critical building duties to ensure the health and safety of employees housed at Stanwell.

ATTACHMENTS

AIR 39161 P300 22502