



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Nathan Johnson, Veterans Services Officer  
Date: September 10, 2019

Subject: Reduce Hours for One Veterans Service Representative II and Add One Veterans Service Representative I Position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Request No. 22501 to reduce the hours of one Veterans Service Representative II (96VA) (represented) position # 10003 and its incumbent from full time (40/40) to part-time (20/40), and add one full-time Veterans Service Representative I position (96WA) (represented) at salary level ZB5 1335 (\$4,789 – \$5,822) in the Veterans Service Department.

**FISCAL IMPACT:**

Reducing one full-time Veterans Service Representative II position to part time (.5 FTE) will result in an annual saving of \$37,824 in salary and benefits. These funds and \$49,000 in new, unbudgeted revenue from Prop 63 CalVet grant funding, will allow the Veterans Service Office to add one additional full-time Veterans Service Representative I. An appropriation adjustment to add this grant revenue to the department will be submitted in a separate Board action this Fall 2019.

**BACKGROUND:**

A full-time Veterans Service Representative II has requested a voluntary reduction of work hours from 40/40 to part-time 20/40 (.5 FTE).

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **09/10/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: 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: September 10, 2019

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

ABSENT: John Gioia, District I  
Supervisor

By: Jami Napier, Deputy

Contact: Nathan Johnson, 3-1481

cc: Sylvia Wong



### BACKGROUND: (CONT'D)

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The Veterans Service Office was recently awarded CalVet Grant funding for The Senior Veteran Benefits Program. The added Veterans Service Representative position will be available contingent to this funding. This program was initiated on July 1, 2019 with the goal of eliminating financial abuse of senior Veterans in Contra Costa County.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not adopted, the department's ability to effectively implement a new Senior Veterans Program will be impeded.

### ATTACHMENTS

P300 No. 22501