



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: December 10, 2019

Subject: Add One Social Work Supervisor I to Workforce Services and Cancel One Social Services Program Assistant

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22524 to add one (1) Social Work Supervisor I (X0HB) (represented) full time position at Salary Plan and Grade 215 1582 (\$6,326.29 - \$7,689.64) and cancel one (1) Social Services Program Assistant (X0SA) (represented) full time position number 5221 at Salary Plan and Grade 255 1384 (\$5,027.10 - \$6,110.48) in the Employment and Human Services Department, Workforce Services Bureau.

**FISCAL IMPACT:**

This Board action will incur an additional cost of \$17,628 annually, which will be funded by 100% by Federal CalWORKS Single Allocation funding.

**BACKGROUND:**

The Workforce Services Bureau has determined there is a need to add one Social Work Supervisor I and cancel one vacant Social Service Program Assistant, position number 5221, in order to timely engage clients and assign them to the appropriate work and training activities. Workforce Services have been working to implement CalWORKs 2.0 over the past two (2) years. CalWORKs 2.0 is a holistic service model streamlining CalWORKs and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **12/10/2019** ☒ 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 10, 2019

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

Contact: Lisa Harris (Thomas)  
(925) 608-5030

By: June McHuen, Deputy

cc: Lisa Harris (Thomas)

Welfare to Work (WTW) services to our participants.

CONSEQUENCE OF NEGATIVE ACTION:

If the Social Work Supervisor I position is not approved, the Department will not have the internal resources required to provide administrative support to critical services affecting families. Client services will be delayed, impacting the ability of the current staff to meet state and federal mandates.

ATTACHMENTS

P300 22524 - Add SW Sup Cancel SSPA