



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 12, 2019

Subject: Add One ASA III and One Intermediate Clerk-Project to the Community Services Bureau of Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22542 to add one (1) Administrative Services Assistant III (APTA) (represented) at Salary Plan and Grade ZB5 1631 (\$6,421.13 - 7,804.93) and one (1) Intermediate Clerk-Project (99J3) (represented) at Salary Plan and Grade QH5 0946 (\$3,357.87- 4,081.51) to the Employment and Human Services Department, Community Services Bureau.

FISCAL IMPACT:

Upon approval of these positions personnel costs will increase by \$204,115. This will also result in additional retirement costs of \$39,030. Costs for the Administrative Services Assistant III (ASA III) will be entirely State funded and the Intermediate Clerk-Project will be funded by 56% Federal and 44% State revenues. The California Department of Education has notified the Community Services Bureau of increased California Alternative Payment Program revenue. Authorization to amend this revenue contract and complimentary appropriation adjustments will be submitted in separate Board actions.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/12/2019** ☒ 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: November 12, 2019

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

By: June McHuen, Deputy

Contact: Michelle Fregoso,
925-608-5025

cc: Michelle Fregoso

BACKGROUND:

The Community Services Bureau (CSB) CalWORKS Stage II Childcare Program and California Alternative Payment Program (CAPP) administers subsidized childcare through a vendor approach, providing full or partial payments for child care of eligible families. These programs are designed to maximize parental choice in selecting childcare. Parents may select childcare services from licensed centers and preschools, licensed family childcare homes, or licensed-exempt providers. The CalWORKS Stage II Child Care program assists parents who are in receipt of or have received CalWORKS cash assistance within the last twenty-four (24) months and the CAPP program assists families referred by Children and Family Services and some low-income families. Both of these programs support families in their childcare decisions and make timely payments to their chosen childcare providers.

Between the two programs, approximately 1,000 children from the ages zero to thirteen are enrolled throughout Contra Costa County. Over the past five years, there has been an increase in demand for services from families in need of childcare provider services. The additional staff requested will allow CSB to deliver services to the families and children of Contra Costa County and manage the increases in caseloads in these programs. The ASA III will oversee the administration operations of CalWORKS Stage II/CAPP unit. The ASA III will be responsible for interpreting rules and regulations, updating policies, preparing reports related to the programs for agency, and general oversight of quality of services provided to the families and children served. The Intermediate Clerk-Project will provide the clerical support needed to maintain the day-to-day operations of both programs through collecting documentation needed for program enrollment, data entry, answering phones, and other general administrative duties.

CONSEQUENCE OF NEGATIVE ACTION:

If the action is not approved, the Community Services Bureau CalWORKS Stage II and CAPP programs will not have sufficient staff to provide quality services and manage the increased caseload of the families and children seeking services in Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

This action will support four of the five Contra Costa County's community outcomes – Outcome 1: Children Ready for and Succeeding in School; Outcome 2: Children and Youth Healthy and Preparing for Productive Adulthood; Outcome 3: Families that are Economically Self-Sufficient; Outcome 4: Families that are Safe, Stable and Nurturing

ATTACHMENTS

AIR 39560_P300 22542_Add ASA III and Intermediate Clerk _BOS 11.12.19