



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 17, 2019

Subject: Add One Secretary-Journey Level Position and Cancel One Clerk Senior Level Position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22557 to add one (1) Secretary-Journey Level (J3TF) (represented) position at salary plan and grade 3R2 1018 (\$3,605.44 - \$4,970.13) and cancel one (1) Clerk Senior Level (JWXC) (represented) position number 5002 at salary plan and grade 3RX 1033 (\$3,542.74 - \$4,524.23) in the Employment and Human Services Department, Workforce Services Bureau.

**FISCAL IMPACT:**

The position is funded 100% State CalWORKS funding. Annual costs will increase by \$1,860, including a \$588 increase in pension costs.

**BACKGROUND:**

Workforce Services is requesting to cancel one (1) vacant Clerk Senior Level position and add one (1) Secretary-Journey Level position to support the Division Manager responsible for the countywide Welfare to Work operations. Currently, the Division Manager does not have any clerical support. Providing this support is critical given the span of control and responsibilities of the program.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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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

The incumbent of the Clerk Senior Level position retired, leaving the position vacant. The Welfare to Work (WTW) Manager is responsible for 4 offices county wide (Antioch, Ellinwood, Hercules

### BACKGROUND: (CONT'D)

and Richmond) for a total of 10 Supervisors, 1 Workforce Services Specialist and over 100 line staff. Additionally, the Manager travels to all of the locations. A Secretary is needed to assist the manager with timely and adequately tracking and preparing necessary management reports, data collection, timekeeping, performance issue documentation, track WTW trends within spreadsheets, compose and draft correspondence, prepare memorandums and other written material, develop and prepare agenda and notices of meetings and other information for committees, develop and maintain the filing system, schedule meetings and maintain records of expenditures.

A secretary is essential to the Manager's organizational success. Clerical staff (i.e. Clerk Experience Level, and Clerk Senior Level) do not perform the scope of work needed to support the WTW Manager.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it will be increasingly difficult for the Welfare To Work Manager to continue the level of support and commitment to the functioning of the position.

### ATTACHMENTS

P300 22557 AIR 40153 Add and Cancel