



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: June 2, 2020

Subject: Reassign One Clerk-Experienced Level Position and Incumbent from Workforce Services to Administrative Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25591 to reassign one (1) Clerk Experienced Level (JWXB) (represented) position number 13394 and the incumbent from Workforce Services (Dept. 0504) to Administrative Bureau's Personnel Unit (Dept 0501) in the Employment and Human Services Department (EHSD).

FISCAL IMPACT:

This position is funded by 44% Federal revenue, 51% State revenue, and 5% County cost. This Board Action will shift \$104,232 of personnel costs from Department 0504 to 0501.

BACKGROUND:

EHSD has a staff of just under two thousand employees. With such a large number of employees, EHSD has a designated personnel division with seven Human Resource Analyst, one of which supports Leave Management. The Leave Management Analyst requires clerical support in the performance of this task. The Clerk Experienced Level is a critical component of the leaves team in that this position supports the Analyst in notifying

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/02/2020** ☒ 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: June 2, 2020

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

By: June McHuen, Deputy

Contact: Bao Tran (925)
608-5027

cc: Bao Tran

BACKGROUND: (CONT'D)

employees of Family Medical Leave designations, California Family Rights Act, Pregnancy Leave, Bonding leaves as well as eligibility and denials.

The clerk will prepare and monitor sending and returning FMLA documents that determine employee leave status. The clerk will also maintain the tracking log of all employees currently on leave in all six (6) of the bureaus within EHSD including Children and Family Services, Aging and Adult, Administration, Workforce Services, Workforce Development Board, and the Community Services Bureau. The Clerk Experienced Level will provide crucial support in the data entry of ECOtime, EHSD's new system used to track leaves, and will manage the leaves team electronic mailbox. The Leaves Management Human Resource Analyst II, is dependent on the support, knowledge, and organization of the Experienced Level Clerk to ensure leave documents are processed in a timely manner to maintain notification, tracking and inform both employees and supervisors of the status of all staff currently on leave.

CONSEQUENCE OF NEGATIVE ACTION:

Currently, the department does not have a support clerk assigned to leave administration, leading to a substantial backlog. If this action is not approved the department will continue to struggle to meet federal and state guidelines in response time to employees.

ATTACHMENTS

P300 25591 AIR 41523 Reassign Class and Incumbent