



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 8, 2020

Subject: Cancel two (2) Teacher-Project positions and add one (1) Administrative Services Assistant III in Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25626 to cancel two (2) Teacher -Project (CJN1) (represented) positions Nos. 16652 and 17818 at salary plan and grade QH5 0974 (\$3,452 - \$4,196) and add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$6,614 - \$8,039) in the Administrative Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

This position will be funded with 58% Federal, 36% State, and 6% County Funds. Due to the offsetting deletion of two (2) Teacher-Project positions, the action will cause an annual salary and benefits budget decrease of \$6,188, including \$1,865 decrease in pension cost. This fiscal year there will be a budget decrease of about \$5,157 and a county cost increase of \$7,062.

BACKGROUND:

Employment and Human Services Department (EHSD) is requesting to cancel two (2) Teacher-Project positions (#16652 and #17818). Both positions are with Community

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/08/2020** ☒ 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: September 8, 2020

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

Contact: Reni Radeva, (925) 608-5036;
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva

Services Bureau and were created in August of 2019. Only

BACKGROUND: (CONT'D)

one of the positions was filled for few months and currently both positions are vacant. Due to internal restructuring, the positions are not needed and will not be filled in the future.

The Department is requesting to replace the Teacher-Project positions with an Administrative Services Assistant III (ASA III). The new position will be assigned to the EHSD's Contract Unit in the Administrative Services Bureau. The position will be responsible for writing, negotiating, evaluating and administering contracts for services, as well as, drafting board orders and program amendments to existing documents and contracts. The ASA III will have added responsibilities for preparing reports on the status of all EHSD contracts, assisting in the development of the Contract Management System, monitoring the contract log to ensure timely notices are sent on contract renewals and contractors are timely notified of expiring insurance. This position will pick up some of the workload in Contracts for the Community Services Bureau. The Bureau handles a large number of contracts and grants specific to the services provided by its various programs. Therefore, there is a need for an additional ASA III who supports the Unit, including the CSB's assignments.

The Contract Unit handles over 400 contracts and other related matters. The work has grown and increased in complexity in the last few years. The current staffing of the Contract Unit does not fully meet the operational needs of the Department. Adding one more ASA III who functions as Contract Analyst will significantly improve the Contract's Unit delivery process.

EHSD was granted Freeze Exemption Approval by CAO on 8/6/20 to move forward with canceling the two Teacher-Project positions and adding an ASIII.

CONSEQUENCE OF NEGATIVE ACTION:

If adding the additional Administrative Services Assistant III position is not approved, the overall Employment and Human Services Department's contract development and execution process, compliance and service delivery will continue to be negatively impacted.

ATTACHMENTS

AIR 42757_P300 25626 - Cancel 2 Teachers add ASA III - BOS 9.8.20