



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: October 13, 2020

Subject: Reassign a vacant position from Workforce Services Bureau to the Administrative Services Bureau in the Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25632 to reassign vacant position #15322, Employment and Human Services Division Manager (XADD) (represented) at salary plan and grade ZA2 1841 (\$8,389 - \$10,738), from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services Bureau) in the Employment and Human Services Department, effective October 1, 2020.

FISCAL IMPACT:

Upon approval of this action, there will be an approximate annual salary and benefit cost increase of \$170,718 in Department 0501 (Administrative Services) that will be offset by additional allocations Employment and Human Services Bureau is able to draw down from revenues or administrative services. There will be also a \$170,718 reduction in Department 0504 (Workforce Services). There is no Net County costs to move Position 15322 from the Workforce Services Bureau to the Administration Bureau, as both classifications have the

☐ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/13/2020** ☒ 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: October 13, 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

same Salary & Benefit costs and

FISCAL IMPACT: (CONT'D)

funding ratios.

BACKGROUND:

The Employment and Human Services Department is requesting to reassign vacant Employment and Human Services (EHS) Division Manager (DM) Position #15322 from the Workforce Services Bureau (0504) to the Administrative Services Bureau (0501). The position has been vacant for over a year and the Bureau does not intend to fill it in the future. Since the Department has a staffing need for a Division Manager in the Administrative Services Bureau (Admin. Services) and available allocations to draw down from, the reassignment of this vacant position will better align the Department's staffing needs in Administrative Services Bureau and remove a not needed position from Workforce Services Bureau.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Workforce Services Bureau will continue to have a position that is not needed and that will not fill in the future, and Administrative Services Bureau will not have sufficient positions needed to draw down available revenue allocations and support the additional services needed in that bureau.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

Budget

P300 25632 Reassign from WFS to ADMIN