



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 17, 2020

Subject: Cancel one (1) Assistant Director-Project vacant position No. 10506; add one ASA III full time position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25646 to cancel one (1) Assistant Director-Project (9MD3) (unrepresented) vacant position No. 10506 at Salary Plan and Grade C85 1633 (\$6,629 - \$8,058) and add one (1) Administrative Services Assistant III (APTA) (represented) position at Salary Plan and Grade ZB5 1631 (\$6,614 - \$8,039) in the Employment and Human Services, Community Services Bureau.

FISCAL IMPACT:

The Administrative Services Assistant III position is 50% funded by Federal and 50% by State revenues. This position is part of the Department's FY 2020-2021 budget. Approval of the request will not result in additional net county cost to the Department. There is no impact to the County General Fund as the action cost will be funded within the Department's current allocation. Cost Savings.

BACKGROUND:

The Assistant Director-Project position was vacated upon an incumbent's retirement in January, 2020. CSB's request

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/17/2020** ☒ 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: November 17, 2020

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

By: June McHuen, Deputy

Contact: Eva Gaipa
925.608.5024

cc: Eva Gaipa

BACKGROUND: (CONT'D)

is to cancel an Assistant Director-Project position and to add an Administrative Services Analyst III (ASA III) to ensure that the mandated content areas of nutrition, health, and mental health, disabilities, and parent, family and community partnerships are functioning at full capacity within the Bureau. The ASA III will oversee mandated programs over the Comprehensive Services Unit reporting directly to the Division Manager overseeing the Community Action Program, Child Care and Community Partners and Comprehensive Services. The position ensures compliance with HSPPS 1302.20, which mandates provision of a full range of services under comprehensive services program structure. This position leads the bureau's systematic approach to ensuring staff acquire knowledge and skills to provide high quality comprehensive services within the scope of job responsibilities (HSPPS 1302.92). An ASA III classification is best suited to oversee specific program areas instead of an Assistant Director-Project as such positions must follow the State Matrix requiring to have a Director's Permit to oversee child care center operations. CSB would like to fill this position immediately as the current Temporary Upgrade (TU) expires in a few months and the ASA III recruitment recently closed and we are expecting an ASA III Eligible List soon.

CONSEQUENCE OF NEGATIVE ACTION:

Without an ASA III ensuring compliance over CSB's comprehensive services content mandated areas of: health, mental health, nutrition, disabilities, and parent and family engagement, there will not be adequate oversight and direction aligned with Head Start Regulations.

CHILDREN'S IMPACT STATEMENT:

Services to children such as care plans for medical issues, sensory screenings, and follow-up on critical medical, dental, and nutrition records requires adequate oversight to ensure compliance and reasonable and comprehensive accommodations in the program.

ATTACHMENTS

Freeze Exemption

Fiscal Analysis

AIR 43596_P300 25646 AddCancel in CSB_BOS 11.17.20