



**Contra
Costa
County**

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

Subject: Add one Administrative Services Assistant III and Cancel one Account Clerk - Experience Level vacant position in the Employment and Human Services Department (EHSD), Administrative Services Bureau.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25648 to add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$6,614 - \$8,039) and cancel one vacant Account Clerk - Experience Level (JDVC) (represented) position #4191 at salary plan and grade 3RH 0755 (\$3,628- \$4,498) in the Employment and Human Services Department (EHSD), Administrative Services Bureau.

FISCAL IMPACT:

The approval of this action will result in annual salary and benefit cost increase for the remainder of this fiscal year by \$42,520. The Net County Cost for trading position number 4191 (Account Clerk-Experienced Level) for an Administrative Services Assistant III would increase the Net County Cost (NCC) for this fiscal year by \$2,551. Both positions are Administrative Services Bureau positions with funding sources/ratios of 58% Federal; 36% State; 6% County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/08/2020** ☒ 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: December 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

BACKGROUND:

The Administrative Services Bureau of the Employment and Human Services Department identified a need to add an Administrative Services Assistant III (ASA III) to its Fiscal Division. The Fiscal Division administers approximately 61 Federal Awards. The claiming and reporting of Federal Awards is complex. This critical position will oversee and manage these Federal Awards. In addition, this position will work as a contract liaison, collaborating with Program and Contracts Analysts to make sure the service plan and budget amounts are reasonable and reconcile with the contract payment limits. This position will provide the fiscal compliance with 2 CFR Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirement for Federal Awards and Sub recipient Monitoring. In addition, this position will be responsible for updating and creating uniform written procedures to be used by the Fiscal Staff.

The Bureau identified a vacant Account Clerk-Experienced Level position (#4191) that will be canceled to offset partially the cost of adding an Administrative Services Assistant III position. The Division was able through efficiencies to redistribute the work and determined that there are enough resources within the existing staff to absorb it among the other account clerks. In addition, the Department determined that there is a higher priority need for a contract liaison and grant administrator.

CONSEQUENCE OF NEGATIVE ACTION:

If the requested Administrative Services Assistant III position is not added, the Department Fiscal Division will not have sufficient staff to process the Federal Awards thus jeopardizing the compliance with 2 CFR Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirement for Federal Awards and Subrecipient Monitoring. Further, failure to add the Administrative Services Assistant III position to the fiscal Division may impact negatively the execution and monitoring of the contracts administered by the Department.

CHILDREN'S IMPACT STATEMENT:

The requested action does not have any impact on the services for children.

ATTACHMENTS

AIR 43687 P300 25648