



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 19, 2021

Subject: Reallocate the salaries of five (5) classifications on the Salary Schedule

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25665 to reallocate the salaries of the following classifications Teacher Assistant Trainee-Project (CJK1) from Salary Plan and Grade QH5 0284 (\$2,320.93- \$2,558.83) to Salary Plan and Grade QH5 0284 (\$2,794 - \$3,081); Associate Teacher – Project (CJW1) from Salary Plan and Grade QH5 0643 (\$2,562.17 - \$3,114.34) to Salary Plan and Grade QH5 0643 (\$2,645 - \$3,216); Infant-Toddler Associate Teacher – Project (CJW2) from Salary Plan and Grade QH5 0643 (\$2,562.17 - \$3,114.34) to Salary Plan and Grade QH5 0643 (\$ 2,645- \$3,216); Child Nutrition Food Service Transporter-Project (98W2) from Salary Plan and Grade QH5 0485 (\$2,320.93 - \$2,821.11) to Salary Plan and Grade QH5 0485 (\$2,742 - \$3,334); and Community Services Building Service Worker-Project (9KV8) from Salary Plan and Grade QH5 0600 (\$2,455.38 - \$2,984.52) to Salary Plan and Grade QH5 0600 (\$3,090 - \$3,757) In the Employment and Human Services-Community Services Bureau.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$389,173 based on the number of budgeted positions in the department. The costs for the incremental wage and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/19/2021** ☒ 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: January 19, 2021

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Eva Gaipa
925.608-5024

cc: Eva Gaipa

fringe benefits increase is entirely offset with

FISCAL IMPACT: (CONT'D)

100% Head Start/Early Head Start and Early Head Start Childcare Partnership revenues. This action has no impact to county general fund.

Specifically, the annual incremental salary and fringe benefits increase for the Child Nutrition Food Service Transporter-Project (per position) is \$10,445, for the Community Services Building Services Worker-Project (per position) is \$15,731, for the Associate Teacher-Project (per position) is \$2,070, for the Infant Toddler (I/T) Associate Teacher-Project (per position) is \$2,070 and for the Teacher Assistant Trainee-Project (per position) is \$6,906.

BACKGROUND:

For several years Community Services Bureau (CSB) has hovered at a 10% shortage in its teaching positions; primarily Associate Teacher positions and particularly those serving Infants and Toddlers in West County. CSB has also been unable to fully fill the Child Nutrition Food Service Transporter vacant positions for the past several years. Contra Costa surrounding school districts and other employers are currently offering more competitive salaries making it difficult to fill vacancies and retain staff due to the high cost of living in the Bay Area and the current below-median salaries of these classifications. In 2019 CSB closed Crescent Park Center due to low staffing in an effort to transfer staff to other vacancies to meet enrollment and attendance requirements county-wide.

In October 2019 the Family and Human Services Committee requested the county to conduct classification and compensation studies for twelve (12) classifications in Employment and Human Services Department (EHSD), Community Services Bureau (CSB). The main reasons for this request were the lack of staffing and feedback received from candidates that the salary was too low to accept the position offered and feedback from resigning staff that they could no longer afford to hold the position while living in the area. In addition, there are Head Start salary studies which confirmed that the average salaries of some of our teaching classifications are lower in comparison to other regional agencies. In March 2020 Human Resources completed the classification and compensation studies in nine Bay Area and adjacent counties; the studies recommends varying levels of salary increases for 8 of the 12 classifications to bring them up to median market, livable, and competitive salary levels. For this purpose, the department is submitting two (2) P300 Board Orders; this P300 request addresses the first five (5) classifications as follow:

1. Teacher Assistant Trainee-Project (CJK1));
2. Child Nutrition Food Service Transporter-Project (98W2);
3. Community Services Building Services Worker-Project (9KV8);
4. Associate Teacher-Project (CJW1);
5. Infant-Toddler (IT) Associate Teacher (CJW2);

The proposed salary increases for these specifically noted five (5) classifications are aligned with Human Resources Compensation Salary Studies and resulting

recommendation by Human Resources staff. Full and robust staffing ensures mandated teacher-child ratios are met which ensures compliance with strict attendance and enrollment mandates of state and federal funders. The proposed adjustment and reallocation of the above salaries will support improved recruitment, hiring and retention efforts.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CSB will continue to have vacancies and high turn-over in these positions essential to childcare and child nutrition unit operation and services.

When teaching positions remain unfilled, basic mandates for ratios, attendance and enrollment cannot be met. These unmet needs lead to persistent non-compliance with regulations and adverse impact to county families and children who cannot be enrolled and/or are not able to attend class due to low classroom staffing. When Transporter positions remain vacant, child nutrition operation is impacted while other unit shift to cover this essential daily tasks and food may not be delivered timely, which may place the program in non-compliance for meeting daily nutritional requirements for the children. If Building Service Workers salaries are not increased to meet the median income ranges the program will be unable to retain current staff and fill resulting vacancies, leaving the centers without essential facility support to meet state and federal health and safety requirements on a daily basis.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

Fiscal Analysis

P300 Attachment

P300 - Reallocation of Teachers and Transporters

AIR 43885_P300 25665_Salary Reallocation_BOS 1.19.21