



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: January 19, 2021

Subject: Reassign positions and incumbents from Community Services Bureau to Administrative Services Bureau in the Employment and Human Services Dept.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25663 to reassign two (2) Clerk – Specialist Level (JWXD) (represented) position numbers 12605 and 12601 at Salary Plan and Grade 3RX 1156 (\$4,122 - \$5,263) and incumbents, one (1) Clerk – Senior Level (JWXC) (represented) position number 14171 at Salary Plan and Grade 3RX 1033 (\$3,649 - \$4,660) and incumbent, two (2) Departmental Human Resources Analyst II (ARTA) (not represented) position numbers 1122 and 11577 at Salary Plan and Grade B85 1631 (\$6,873 - \$9,211) and incumbents, and one (1) vacant Personnel Technician (AP7B) (unrepresented) position number 18246 at Salary Plan and Grade B85 1308 (\$5,297 - \$6,439) from the Community Services Bureau to the Administrative Services Bureau in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this action will have a salary and benefit cost shift from the Community Services Bureau (0588) to the Administrative Services Bureau (0501). Actual costs for these positions have been journaled to the correct department and org. This action will eliminate

☒ 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

Contact: Reni Radeva (925) 6008-5036;
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva

FISCAL IMPACT: (CONT'D)

the need for future correction journals.

These positions will time certify and the appropriate costs will be allocated to the Community Services Bureau and the Administrative Services Bureau.

BACKGROUND:

In August 2006, the Board of Supervisors approved a proposal to integrate the Community Services Department into the Employment and Human Services Department (EHSD). In January 2007, the Board gave final approval to the merger and the integration of the Community Services Bureau Chart of Accounts into the EHSD Chart of Accounts. The Board took this action in order to increase administrative efficiencies and improve the coordination of services to common customer populations.

To improve Personnel efficiency, Community Services Department Personnel and EHSD Personnel have been merged in a single Personnel Unit in the Administrative Services Bureau in EHSD. All Personnel staff will report to the Department Personnel Officer to provide back-up services and eliminate duplication.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department's budget will not align with its position management data, and the County will not be able to maximize efficiency in administering Personnel functions.

ATTACHMENTS

AIR 44039 - budget

P300 25663 - Reassignment