



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: May 11, 2021

Subject: Add a Comprehensive Services Assistant Manager position to the Childcare Partnerships Unit of the Community Services Bureau

RECOMMENDATION(S):

ADOPT Position Adjustment No. 25727 to add one (1) Comprehensive Services Assistant Manager-Project (9MS7) (unrepresented) position at Salary Plan and Grade C85 1208 (\$4,352 - \$5,290) to the Childcare Partnerships Unit of the Community Services Bureau in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this action will increase salaries and fringe benefits by \$107,731 annually which will be funded by 100% State revenues. This action will not result in additional net county costs for EHSD.

BACKGROUND:

The Community Services Bureau (CSB) of the Employment and Human Services Department (EHSD) received new funding under Block Grant, CFDA #93558, Temporary Assistance for Needy Families, to operate the CalWORKS Home Visiting Program (HVP). The Community Services Bureau (CSB) and Workforce Services (WFS) have partnered in

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/11/2021** ☒ 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: May 11, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Eva Gaipa, (925)
608.5024

cc: Eva Gaipa

order to provide Early Head Start home visiting services to one hundred (100) children, two years of age and younger. The purpose of the CalWORKs Home Visiting Program is as follows:

A. Support positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty;

BACKGROUND: (CONT'D)

- B. Expand future educational, economic, and financial opportunities; and
- C. Improve the likelihood that they will exit poverty.

The Comprehensive Services Assistant Manager-Project (CSAM) position is critical to the operation of this program. Individuals in this position will ensure all data collection is completed accurately and timely, and verify the curricula is implemented with fidelity. This position will be responsible for ensuring case management is conducted, service plans are implemented, and program monitoring is completed in full compliance with local, state, and federal requirements. In addition to the responsibilities noted above, the CSAM position is responsible for analyzing data, compiling reports, supervising and training staff, implementing policies and procedures, and working directly with families and community members to facilitate program services.

CONSEQUENCE OF NEGATIVE ACTION:

If the CSAM position is not added, CSB cannot carry out its obligation to operate the CalWorks Home Visiting Program as described in the Block Grant application. The proposed grant application includes case management, extensive data collection, and implementation of the Early Head Start program to fidelity and in compliance with federal regulations.

ATTACHMENTS

Fiscal-Budget calculations

P300 25727