



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: June 22, 2021

Subject: Add Three Positions and Cancel Two Positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25746 to cancel one (1) Network Technician II (LNVA) (represented) at salary plan and grade ZB5 1592 (\$6,363-\$7,734), position number 11647, cancel one (1) Child Support Specialist II (SMVB) (represented) at salary plan and grade QV5 1254 (\$4,552-\$5,533), position number 3611; add one (1) Information Systems Programmer/Analyst II (LPVA) (represented) at salary plan and grade ZA5 1594 (\$6,375-\$7,749), add one Child Support Supervisor (SMNA) (represented) at salary plan and grade ZA5 1546 (\$6,079-\$7,390), and add one (1) Administrative Services Assistant III (APTA) (represented) at salary plan and grade ZB5 1631 (\$6,613-\$8,039) in the Department of Child Support Services, effective July 1, 2021.

FISCAL IMPACT:

Upon approval, this action has an annual cost increase of approximately \$209,176. The department received a notice from the state confirming that the department will receive an allocation increase in the amount of \$472,643 for FY 2021-22 which will fully cover the increase in personnel costs. The increased allocation will be appropriated as part of the County's FY 2021-22 Final Budget expected to be approved by the Board in September. All positions are funded by allocations from the Federal Government at 66% and the State of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/22/2021** ☒ 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: June 22, 2021

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

By: June McHuen, Deputy

Contact: Sarah Bunnell, (925)
313-4433

California at 34%. No impact to the County General Fund.

BACKGROUND:

The Department of Child Support Services received an increase in allocation in the amount of \$472,643 for FY 2021-22. With the increase, the department is requesting to cancel one Network Technician II and one Child Support Specialist II position, and add one Info Sys Programmer/Analyst II, one Administrative Services Assistant III and one Child Support Supervisor to align with the Department's strategic plan. These positions are needed to provide technical, supervisory and administrative services to the child support staff. In order to meet the needs of the department, the Info Sys Programmer/Analyst II is needed to assist our Systems Support Team to install, maintain, and troubleshoot current and future software. An additional Child Support Supervisor is needed to supervise and coordinate outreach and public service. Lastly, an Administrative Services Assistant III will be added because it is needed in the Business Administration section to provide assistance to the Administrative Services Officer in areas such as contracts, finance, safety, personnel tracking, inventory management, and other projects.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have the desired staffing levels aligned with its strategic plan goals, increase productivity in the Systems Support Team, provide adequate supervision and deliver on specialized project such as outreach and public service, and provide exceptional assistance to the Administrative Services Officer in areas such as contracts, finance, safety, personnel tracking, and inventory management.

ATTACHMENTS

Fiscal Analysis

P300 25746 - Delete one and Add two in Org 1780

P300 25746 - Delete one and Add one in Org 1790