



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: July 13, 2021

Subject: Cancel one Site Supervisor I Project position and add one EHS Deputy Bureau Director-Exempt position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25760 to cancel one (1) Site Supervisor I-Project (CJH2) (represented) position number 10205 at Salary Plan and Grade QC5 1071 (\$4,031.712 - \$4,900.573); and add one (1) EHS Deputy Bureau Director-Exempt (XAD2) (unrepresented) position at Salary Plan and Grade B85 2044 (\$10,257.64- \$12,468.22) in the Community Services Bureau (CSB), Employment and Human Services Department.

FISCAL IMPACT:

Approval of this personnel action will result in an increase of \$123,092 to the CSB baseline budget (on an annualized basis) and no net county cost impact. The added EHS Deputy Bureau Director-Exempt position will be funded 100% by Federal Funds.

BACKGROUND:

The Community Services Bureau (CSB) of the Employment and Human Services Department (EHSD) is requesting canceling a Site Supervisor I-Project position and adding an EHS Deputy Bureau Director-Exempt full time position to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **07/13/2021** ☒ 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: July 13, 2021

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

Contact: Eva Gaipa, DHRA II
(925) 608-5024

By: Wendy Mascitto, Deputy

BACKGROUND: (CONT'D)

ensure the appropriate management of quality program services and to allocate appropriately the number of employees that one manager is responsible for managing. CSB has evaluated the span of control carried by the CSB's Senior Administrative Management Team (Director's direct reports) and it has determined the imperative need to add an EHS Deputy Bureau Director Position to effectively manage employees and expanded Children and Family Programs. Please see the table below for the current span of control and ratio for EHS Department which shows CSB having a significantly greater average number of staff and budgets to manage per Senior Administrative Manager in comparison to other EHSD Bureaus.

In the last four years, CSB funding has increased by \$13,046,855. With the increased funding, we have increased staffing levels for all related areas of program services. However, we have not yet added a Senior Administrative Manager position for the oversight of these expanded programs and staff. Please see the table below supporting the proposal of adding one Deputy Bureau Director and how it will decrease staff span of control by 25% for each Division Manager's oversight, align the span of control more closely with other Bureaus, and provide greater ability to ensure continued operation and administration of high quality programs.

With the details shown on the above charts, CSB is requesting approval to hire one (1) EHS Deputy Bureau Director-Exempt to oversee program's administrative operations, manage staff, and support the CSB Bureau Director.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendation, the Community Services Bureau would not be able to efficiently manage our recently expanded and existing programs and operations, its requirements, responsibilities, and the continuous quality improvement of all programs CSB provides.

ATTACHMENTS

P300 Fiscal Calculations

P300 Position Adjustment

P300