



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: August 3, 2021

Subject: Cancel one Children Services Manager-Project (9MH1) (unrepresented) and Add One Comprehensive Services Manager-Project (9MS3) (unrepresented)

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25782 to cancel one Children Services Manager-Project (9MH1) (unrepresented) vacant position No. 12585 at Salary Plan and Grade C85 1322 (\$5,018.57 -\$6,100.10); and add one Comprehensive Services Manager-Project (9MS3) (unrepresented) position at Salary Plan and Grade C85 1454 (\$5,719.28-\$6,951.82) in the Community Services Bureau (CSB), Employment and Human Services Department.

**FISCAL IMPACT:**

Approval of this personnel action will result in an increase of \$16,839 to CSB baseline budget. The added Comprehensive Services Manager-Project position will be funded 100% by Federal Funds.

**BACKGROUND:**

The Employment and Human

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/03/2021** ☒ 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: August 3, 2021

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

By: June McHuen, Deputy

Contact: Eva Gaipa 925 608  
5024

cc: Sylvia Wong Tam, Eva Gaipa

## BACKGROUND: (CONT'D)

Services Department, Community Services Bureau (CSB) is requesting to add a Comprehensive Services Manager-Project (CSM) in their Quality Management Unit (QMU). The added Comprehensive Services Manager position will be responsible for conducting classroom observations, monitoring childcare centers, reviewing files, and measuring and improving Teacher-Student Interactions utilizing the Classroom Assessment Scoring System (CLASS). CSB Quality Management Unit (QMU) monitors approximately 600-800 Children and Family files and conducts 135 classroom health and safety observations each year. Recently, Child Care Licensing, California Department of Education, and The Office of Head Start have increased the number of monitoring/observations and the number of assessments required for Infant/Toddler and Preschool classrooms. Throughout the year, QMU conducts four types of monitoring assessments and classroom observations (curriculum fidelity, teacher to child interactions, and classroom environment). These assessments are mandated by Child Care Licensing, California Department of Education, and The Office of Head Start to ensure classroom health and safety, quality of services, and continuous improvement. In addition, the unit has increased monitoring services for two additional services provided to enrolled families in the CalWORKS Stage 2/CAPP Child Care Unit and Low Income Home Energy Assistant Programs. In addition to conducting classroom monitoring, the unit is responsible for aggregating and analyzing the data collected from the monitoring conducted by QMU and implementing training for continuous improvement. The added Comprehensive Services Manager position will allow CSB to successfully monitor the quality of programs and CSB will continue receiving federal and state funding benefiting families and children in Contra Costa County. CSB will maintain the workload distributed fairly amongst other managers, ensuring quality of work, and CSB will meet requirements of Child Care Licensing, California Department of Education, and The Office of Head Start.

## CONSEQUENCE OF NEGATIVE ACTION:

CSB may lose funding as our quality of services may decline and federal and state mandates won't be met.

## ATTACHMENTS

Fiscal Calculations

AIR 46008 P300 25782