



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: September 7, 2021

Subject: Reassign Position and Incumbent from Community Services Bureau to Administrative Services Bureau in the Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25784 to reassign one (1) Account Clerk - Experienced Level (JDVC) (represented) position number 1025 at Salary Plan and Grade 3RH 0755 (\$3,737.33 - \$4,633.17) and incumbent, 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 this position has been journaled to the correct department and organization. This action will eliminate the need for future correction journals.

The position will time certify and the appropriate costs will be allocated to the Community Services Bureau and the Administrative Services Bureau.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/07/2021** ☒ 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: September 7, 2021

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

Contact: Reni Radeva (925) 608-5036;
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Sylvia Wong Tam, Reni Radeva

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 order to increase administrative efficiencies and improve the coordination of services to common customer populations. 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 Community Services Department Personnel Unit, including payroll and the EHSD Personnel Unit have been merged into a single Personnel Unit in the Administrative Services Bureau in EHSD with the exception of the Account Clerk-Experienced Level handling CSB payroll. The integration and merger of both departments in EHSD will be finalized with this reassignment.

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 and payroll functions.

ATTACHMENTS

budget

Employee info

P300 25784 AIR 46424 Reassignment