



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: January 11, 2022

Subject: ADOPT Position Adjustment Resolution No. 25863 to reallocate the salary for the Translator (represented) classification

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25863 to reallocate the salary for the Translator (J9WG) (represented) classification from salary plan and grade 3R5 0847 (\$3,134.42- \$3,809.91) to 3R5 0847 (\$4,056.54- \$4,930.75) in the Employment and Human Services Department.

FISCAL IMPACT:

Workforce Services Bureau (WFS):

Budget Unit No.: 0504

Org No.: 5450

All costs break down and adjustments: The 3 translator positions in WFS are funded with an average of 40% Federal, 44% State, and 16% County funds. This salary increase will result in an increase in the net county cost of \$1,722 per position, for a total of \$5,167 for 6 months in FY 21/22 and \$10,334 annually.

Children and family Services Bureau (CFS):

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/11/2022** ☒ 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: January 11, 2022

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

By: June McHuen, Deputy

Contact: Michelle Fregoso
(925) 608-5025

FISCAL IMPACT: (CONT'D)

Budget Unit Amount No.: 0502

Org No.: 5220

All costs break down and adjustments: The 3 translator positions in CFS are funded with an average of 37% Federal, 47% State, and 16% County funds. This salary increase will result in an increase in the net county cost of \$1,830 per position, for a total of \$5,490 for FY 21/22 and \$10,980 annually.

BACKGROUND:

The Translator classification is critical in providing services in Contra Costa County. The tasks for the Translator require many skills in addition to being fully proficient in the identified language verbally. Translators must also be able to read and write, translate from English to the assigned language and vice versa. These documents can include Court reports and memos, legal correspondence, case plans, notes and instructions from service providers, etc. Additionally, there may be specific terminology that is not always easily translatable and requires proficiency in matching appropriate verbiage with the terminology that does not stray far from the true meaning. The Translator interacts in highly emotionally charged situations that may involve interviewing children suffering from abuse and neglect and are often untrusting and scared. A majority of the Translator's work involves being in the "field" on home visits and other non-office settings. Being agile, as well as willing to work in crisis and team settings is critical for the translator assignment. As Contra Costa County becomes more diverse and the need for translators increases to comply with Civil Rights compliance, it is critical to have this classification and to be able to recruit and retain candidates once hired.

In recent years, the County has not been able to successfully recruit for Translators, and a salary study was requested and conducted. The results of that study identified that the salary was significantly below market, and the Human Resources Department is recommending a salary reallocation in order to recruit and retain qualified staff.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to reallocate the salary for the Translator classification will impact the Department's ability to recruit and retain qualified candidates, ultimately impacting the services provided by Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

This action will support three of the five Contra Costa County's community outcomes: Outcome 1- Children Ready for and Succeeding in School; Outcome 2: Children and Youth Healthy and Preparing for Productive Adulthood; Outcome 4: Families that are Safe, Stable and Nurturing.

ATTACHMENTS

P300 AIR 46671