



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: February 1, 2022

Subject: Add a Social Services Program Assistant (X0SA) position and cancel a Social Services Employment Placement Counselor (X7WB) position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25876 to add one (1) Social Services Program Assistant (X0SA) (represented) position at Salary Plan and Grade 255 1384 (\$5,333.26 - \$6,482.61) and cancel one (1) Social Services Employment Placement Counselor (X7WB) (represented) position at Salary Plan and Grade 255 1434 (\$5,592.85 - \$6,798.14) position #15839 in the Workforce Services Bureau of the Employment and Human Services Department (EHSD).

FISCAL IMPACT:

Upon approval of this action, the total cost adjustment of salary and benefits will decrease by \$2,748 this fiscal year. This position is for the Workforce Services Bureau position with funding sources of 100% Federal/State single allocation.

BACKGROUND:

The Employment and Human Services Department (EHSD) is requesting to cancel one (1) Social Services Employment Placement Counselor position and add one (1) Social Services Program Assistant position. In order to facilitate continuous improvement of county

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/01/2022** ☒ 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: February 1, 2022

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

By: June McHuen, Deputy

Contact: Marcie Clark (925)
608-5022

cc: Sylvia WongTam, Marcie Clark

CalWORKs programs, the California Department of Social Services

BACKGROUND: (CONT'D)

(CDSS) recently implemented a CalWORKs Outcomes and Accountability Review (Cal-OAR) process consisting of a local, data-driven program management system designed to collect, analyze, and disseminate outcomes at both the county and state levels. There are three core Cal-OAR components: performance indicators, a county CalWORKs self-assessment (Cal-CSA), and a CalWORKs system improvement plan (Cal-SIP). The Cal-OAR continuous quality improvement (Cal-CQI) process (which includes the Cal-CSA and Cal-SIP) will take place over three-year cycles. The first Cal-OAR cycle (phase zero and phase one) have been implemented and the STEP-UP/WPR Quality Assurance Unit will need to begin ramping up in preparation for implementation of Phase Two performance measures. This phase is critical due to the impact that quality control and data entry will have on each county's performance. The Social Services Program Assistant position will be critical during the implementation of Cal-OAR (CalWORKs/WTW Outcomes and Accountability Review) which facilitates continuous improvement of county CalWORKs programs by collecting, analyzing, and disseminating outcomes and best practices.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to convert and fill this Social Services Program Assistant position compromises our ability to comply with state mandated monitoring and review of the E2Lite/RADEP cases utilized to determine our work participation rate in the Welfare-to-Work (WTW).

CHILDREN'S IMPACT STATEMENT:

This action of adding a Social Services Program Assistant to support the review of the E2Lite/RADEP cases will support one of the five Contra Costa County's community outcomes: Outcome 3- Families that are Economically Self-Sufficient.

ATTACHMENTS

AIR 48055 P300 25876 Add and Cancel