



**Contra
Costa
County**

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: March 29, 2022

Subject: Add one Social Service Program Assistant position and cancel one Medi-Cal Program Assistant position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25918 to add one (1) Social Service Program Assistant (X0SA) (represented) position at Salary Plan and Grade 255 1384 (\$5,333.26 - \$6,482.61) and cancel one (1) Medi-Cal Program Assistant (XHSB) (represented) vacant position # 10615 at Salary Plan and Grade 255 1384 (\$5,333.26 - \$6,482.61) in the Aging and Adult Services Bureau of the Employment and Human Services Department (EHSD).

FISCAL IMPACT:

The traded position will be funded with 17% Federal, 35% State, and 48% County funds.

BACKGROUND:

The classification known as the Medi-Cal Program Assistant was established in April 2000, with the last revision occurring in February 2017. The Employment and Human Services Department Aging and Adult Services Bureau has determined that the Medi-Cal Program Assistant classification does not meet the current needs of the General Assistance program and should be replaced with a Social Service Program Assistant.

The responsibilities of the General Assistance program worker assigned to multiple

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/29/2022** ☒ 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: March 29, 2022

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

By: June McHuen, Deputy

Contact: Bao Tran (925)
608-5027

cc:

programs

BACKGROUND: (CONT'D)

within the intake function are directly linked to the Social Work classification series. There is only one Medi-Cal Program Assistant position assigned to this unit, which is now vacant due to a recent resignation. All other staff assigned to this function within the General Assistance program countywide are classified as Social Service Program Assistants. This change will better align the staffing in this program with the needs of the department.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the Social Service Program Assistant position may impact EHSD's ability to improve operations and service delivery.

ATTACHMENTS

Assist #61925

Fiscal Analysis

AIR 48785 P300 25918 Add and Cancel