



**Contra
Costa
County**

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: May 17, 2022

Subject: Reassign one vacant Program and Project Coordinator position from Budget Unit 0501 to Budget Unit 0586 in Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25935 to reassign one (1) vacant Program and Project Coordinator (APHA) (represented) position #18589 at Salary Plan and Grade ZA2 - 1771 (\$8,062 - \$9,822), from Department 0501 (Administrative Services Bureau) to Department 0586 (Contra Costa Alliance to End Abuse) in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of this action, there will be a salary and benefit cost shift from the Administrative Services Bureau to the Policy and Planning Division, Contra Costa Alliance to End Abuse. The net County cost savings will be \$1,641 for two months remaining of this fiscal year (May and June 2022). The position will move from Budget Unit 0501 to Budget Unit 0586, and will be funded through 100% Alliance Funds (Federal and Local Revenue, Non-General Fund).

BACKGROUND:

The Department's Policy and Planning Division - Alliance to End Abuse Unit, is in great need of a position that will be responsible for the management and oversight of the various

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/17/2022** ☒ 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: May 17, 2022

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

Contact: Reni Radeva (925) 6008-5036;
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva, Sylvia Wong

programs/projects and unit budget, including funding to community partners and community-based organizations working in the field of interpersonal violence prevention and services. The Alliance to End Abuse Unit, which is responsible for coordination of interpersonal violence prevention and services across Contra Costa County, cannot accommodate the changing workload and demands in this area without the higher-level knowledge and skill set in its current classifications and structure. The Program and Project Coordinator will be responsible for the implementation of the entire project-management process during the initiation, development, planning, execution and close-out of various projects within the specific program areas. Further, the position will be responsible for monitoring and tracking the project's goals, budgets, resources, schedules and documentation, and for coordination with all internal and external stakeholders.

The Program and Project Coordinator position # 18589 was added to the Department with Position Adjustment Resolution # 25861 approved by the Board of Supervisors on January 11, 2022 (Item C. 37). However, the January 11, 2022 board order erroneously added the Program and Project Coordinator position # 18589 to the Administrative Services Bureau, Budget Unit 0501, rather than the Contra Costa Alliance to End Abuse, Budget Unit 0586. The position has been vacant since it was added. Therefore, the Department is now requesting to reassign the vacant

BACKGROUND: (CONT'D)

Program and Projects Coordinator position from the Administrative Services Bureau (Budget Unit 0501) to the Policy and Planning Division, Contra Costa Alliance to End Abuse (Budget Unit 0586) to manage the Alliance to End Abuse Unit's fund development efforts. The Program and Project Coordinator classification will enable appropriate distribution of the Alliance to End Abuse Unit's work, and ensure meeting the range of the Department's demands related to the coordination of interpersonal violence prevention and services throughout Contra Costa County. Funding for a FTE Program and Project Coordinator position is allocated within the budget of Policy and Planning/Alliance to End Abuse through Local Revenue, Non-General Fund.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Department will not be able to balance its budget.

ATTACHMENTS

P300 25935- reassign P & P Coordinator from 0501 to 0586 - 5-17-22