



**Contra  
Costa  
County**

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

Subject: Add One Social Service Program Analyst position and Cancel One Aging and Adult Services Senior Staff Assistant Position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25937 to add one (1) Social Service Program Analyst (X4SH) (represented) position at Salary Plan and Grade KZ5 1642 (\$6,886.79 - \$8,370.93) and cancel one (1) Aging and Adult Services Senior Staff Assistant (XQVB) (represented) vacant position # 14703 at Salary Plan and Grade ZB5 1642 (\$7,231.12 - \$8,789.47) in the Aging and Adult Services Bureau of the Employment and Human Services Department.

**FISCAL IMPACT:**

Approval of this position trade request will decrease the annual Net County Cost by \$1,167. This position will be funded by 12% Federal revenue, 72% State revenue, and 16% County Cost.

**BACKGROUND:**

In Home Supportive Services (IHSS) has been in a State-mandated Quality Action Plan the past five years. There have been several updates to the Welfare Institution Code (WIC) and

☒ 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

By: June McHuen, Deputy

Contact: Bao Tran, (925)  
608-5027

cc: Sylvia Wong Tam

the State's Manual of Policies & Procedures that have not been added to County manuals. The County manuals have not been updated since 2004. The need for IHSS to update these manuals based on current State and federal regulation, as well as to provide interpretation of the IHSS rules and regulations on a continuous basis, is more in alignment with the Social Service Program Analyst job description.

**CONSEQUENCE OF NEGATIVE ACTION:**

Failure to add the Social Service Program Analyst position may impact EHSD's In Home Supportive Services Quality Control review, which can negatively impact compliance and service delivery.

## ATTACHMENTS

P300 No. 25937 add 1 Social Svc Prog Analyst and Cxl 1 Sr. Staff Asst  
5.17.2022