



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: August 2, 2022

Subject: Add a Chief Deputy Director-Exempt position and cancel an EHS Director of Administration-Exempt in the Employment and Human Services Department

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26003 to add one (1) Chief Deputy Director-Exempt (XAB1) (unrepresented) position at salary plan and grade B85 2397 (\$14,549 - \$17,685), and appoint employee number 81159 at Step 3 in this position effective immediately; and cancel one (1) Employment and Human Services Director of Administration – Exempt (XAD6) (unrepresented) position number 11866 at salary plan and grade B85 2113 (\$10,983 - \$13,349) in the Employment and Human Services Department.

### **FISCAL IMPACT:**

Upon approval to add the Chief Deputy Director-Exempt position and cancel the EHS Director of Administration -Exempt position, there will be a total increase of \$52,130 (salary and benefits cost) to the Department's FY 22-23 budget. Trading the positions would increase Net County Cost (NCC) by \$3,128 annually in this fiscal year. There will be an annual pension increase of \$15,717. This position is funded by 60% Federal, 34% State and 6% County General funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/02/2022** ☒ 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: August 2, 2022

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

By: June McHuen, Deputy

Contact: Reni Radeva, (925)  
608-5036

cc: Reni Radeva, Sylvia WongTam



## BACKGROUND:

EHSD is requesting to add a Chief Deputy Director-Exempt. This is an existing classification that will provide executive support to the EHSD Director and to the administrative services of the department. An internal review of the administrative services needs in the department resulted in a decision to restore the Chief Deputy Director position and reassign all the responsibilities from the EHS Director of Administration plus additional responsibilities to the Chief Deputy Director. The Chief Deputy Director will collaborate closely with the EHSD Director and will be expected to act on behalf of the EHSD Director as needed. This position would have a wide degree of independence in the supervision and management of the assigned functions, working collaboratively with other executives to ensure that the needs of our customers and of our workforce are of the highest priority.

The Chief Deputy Director-Exempt will replace the EHS Director of Administration. The Employment and Human Services Director is requesting that the incumbent in the position of EHS Director of Administration (employee # 81159) be appointed as the Chief Deputy Director-Exempt effective immediately. Following this action, the Department is requesting that the position of EHS Director of Administration (position # 11866) be canceled effective immediately.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the Chief Deputy Director-Exempt position in the Employment and Human Services Department may negatively impact the Department's effectiveness and efficiency in the delivery of human services to the public, and hinder its growth, operations, and leadership stability.

## ATTACHMENTS

AIR 50165 P300 26003 Add Chief Dep Dir - Exempt and cancel EHS Admin Dir