



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: February 7, 2023

Subject: Reassign positions and incumbents from Community Services Bureau to Administrative Services Bureau in the Employment and Human Services Department.

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

ADOPT Position Adjustment Resolution No. 26101 to reassign one (1) Account Clerk – Advanced Level (JD7D) (represented) position number 1042 at Salary Plan and Grade 3RX 1113 (\$4,357 – \$5,564), one (1) Accounting Technician (JD7A) (represented) position number 16063 at Salary Plan and Grade 3RX 1236 (\$4,824 – \$6,161) and incumbent, one (1) Accountant I (SAWA) (represented) position number 1163 at Salary Plan and Grade ZB5 1332 (\$5,319 - \$6,466) and incumbent, four (4) Accountant III (SATA) (represented) position numbers, 1408, 13349, 17066, 17164 at Salary Plan and Grade ZB5 1576 (\$6,773 – \$8,233) and incumbents, one (1) Administrative Services Assistant III (APTA) (represented) position number 19028 at Salary Plan and Grade ZB5 1631 (\$7,152 - \$8,694), and one (1) Departmental Fiscal Officer (APSA) (unrepresented) position number 1164 at Salary Plan and Grade B82 1724 (\$8,083 – \$9,848) and incumbent from the Community Services Bureau to the Administrative Services Bureau in the Employment and Human Services Department.

### **FISCAL IMPACT:**

Upon approval of this action will have a salary and benefit cost shift from the Community Services Bureau (0588) to the Administrative Services Bureau (0501). Actual costs for these

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/07/2023** ☒ 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  
Ken Carlson, 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 7, 2023

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

By: June McHuen, Deputy

Contact: Marcie Clark (925)  
608-5022

cc: Marcie Clark

positions have been journaled to the correct department and org. This action will eliminate the need for future correction journals. These positions and the appropriate costs will be allocated to the Community Services Bureau and the Administrative Services Bureau.

### BACKGROUND:

In August 2006, the Board of Supervisors approved a proposal to integrate the Community Services Department into the Employment and Human Services Department (EHSD). In January 2007, the Board gave final approval to the merger and the integration of the Community Services Bureau (CSB) Chart of Accounts into the EHSD Chart of Accounts. The Board took this action in order to increase administrative efficiencies and improve the coordination of services to the common customer population. This action continues this transition by integrating CSB Fiscal into EHSD fiscal to improve oversight and consistency of fiscal practices.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department's budget will not align with its position management data, and the County will not be able to maximize efficiency in administering Fiscal functions.

### ATTACHMENTS

P300 26101

52124 P300 26101 HR Recommendations BOS 2.7.23