

County Administrator

County Administration Building
1025 Escobar St., 2nd Floor
Martinez, California 94553-1229

Monica Nino

County Administrator

Contra Costa County



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July 2, 2025

SEIU, Local 1021
Nathan Hansford, Business Agent

Sent via E-mail

Re: Meet and Confer - Social Services Program Assistant Classification Series

Dear Mr. Hansford,

Contra Costa County and SEIU, Local 1021 Rank and File Unit have met and conferred over the establishment of a higher-level classification to the existing Social Services Program Assistant Classification. The parties have agreed to the following:

1. Retitle the following classifications:
 - a. Social Services Program Assistant I (X0WD) to Eligibility Worker I
 - b. Social Services Program Assistant (X0SA) to Eligibility Worker II
2. Establish the classification of Eligibility Worker III (New)
3. The Eligibility Worker I and Eligibility Worker II classifications will remain flexibly staffed. The Eligibility Worker III (New) will not be flexibly staffed.
4. Reclassify incumbent Employment and Human Services Program Integrity Assistants (XQSN) to Eligibility Worker III (New)
5. Abolish the following existing classifications:
 - a. Eligibility Worker I (XHWA)*
 - b. Eligibility Worker II (XHVA)*
 - c. Eligibility Worker III (XHTB)*
 - d. Employment and Human Services Program Integrity Assistant (XQSN)
 - e. Employment and Human Services Program Integrity Assistant-Proj (XQS3)

*The parties previously agreed to sunset the prior Eligibility Worker series and replace with the Social Service Program Assistant classifications. This action will result in the formal administrative deletion of these classifications so that the SSPA series can assume the same title.

6. The probationary period for the Eligibility Worker I (X0WD) will be 9 months.
7. Effective July 1, 2025, the salary scale for Eligibility Worker III (New) will be:

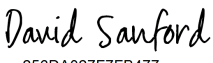
STEP	ANNUAL AMOUNT
1	\$96,067.70
2	\$100,872.14
3	\$105,915.75

8. The assignments for each classification are as follows:
 - a. Eligibility Worker I (X0WD)
 - i. EW Training Unit
 - ii. OJT
 - b. Eligibility Worker II (X0SA)
 - i. Dual Program Intake (MC/CF)
 - ii. IHSS MC/CF Intake and Continuing
 - iii. MCSC (MC/CF Continuing)
 - iv. CalWORKs Continuing
 - c. Eligibility Worker III (New)
 - i. Multi-Program Intake (MC/CF/CW)
 - ii. GA/MC/CF Intake and GA Continuing
 - iii. Welfare to Work
 - iv. SIT Sites/Whole Person Care/Navigators/CBEST
 - v. Fraud/CF QC/Program Integrity
 - vi. Foster Care


Incumbents will be placed in the appropriate classification, based on the assignments listed above. The above changes will be effective on July 1, 2025.

Date: 7/2/2025

Contra Costa County:

DocuSigned by:

 266DA027F7FB477...
 David Sanford

SEIU, Local 1021 Rank and File Unit:

Signed by:

 2EE6A04A8A45432...
 Nathan Hansford

Sincerely,

A handwritten signature in blue ink, appearing to read "David Sanford", with a long, sweeping horizontal stroke extending to the right.

David Sanford
Chief of Labor Relations

cc: Marla Stuart, Director of Employment & Human Services Department
Rebecca Cox, Labor Relations Supervisor
Adam Nguyen, County Finance Director
Jennifer Martinez, Senior Labor Relations Analyst
File