



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 22, 2015

Subject: Add one full-time Clerk-Specialist Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21751 to add one (1) Clerk-Specialist Level position (JWXD) (represented) at salary level 3RX 1156 (\$3,488-\$4,453) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$92,712, which includes approximately \$18,971 in pension costs. The increased costs will mostly be funded by increased fee revenues from the issuance of birth and death certificates. Funds from the Medical Marijuana Program will also be available if needed. (67% Local, 6% State, 27% County)

BACKGROUND:

The Clerk-Specialist Level position handles specialized administrative or data services assignments where work is of a highly technical nature and performed with a great degree of independence. In addition, the incumbent acts as a lead personnel over a work group.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/22/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, 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: September 22, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Arlene J. Lozada (925)
957-5240

cc:

Although the Clerk-Specialist Level will be expected to regularly utilize clerical skills and procedures

BACKGROUND: (CONT'D)

to accomplish assigned tasks, an essential element of this position is that of directly relieving a manager of administrative detail and decisions by virtue of an acquired in-depth knowledge and understanding of a wide variety of interrelated policies, procedures, and regulations.

The Vital Registration Unit is automating their processes by transitioning to a new scanning and software storing program. The Unit is also anticipating in starting a new online ordering system for ordering certified copies of birth and death certificates which will be a huge benefit for funeral homes as well as the general public, bringing revenue for the County. With the increase in population and changes in providing service, increase in workload is generally expected. Currently, the Vital Registration Unit has two Senior Level Clerks and one Experienced Level Clerk. Upon approval of this Board Resolution, the newly created Clerk-Specialist Level would act as a lead over the subordinate clerks and will be assigned more specialized clerical duties of the unit. Adding the Clerk-Specialist Level position is therefore deemed appropriate.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, operational efficiency will not be achieved due to staffing shortage.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21751