



**Contra
Costa
County**

To: Board of Supervisors
From: Ted Cwiek, Human Resources
Date: January 8, 2013

Subject: Add one (40/40) Accounting Technician and cancel one (40/40) vacant Account Clerk Experienced Level position no. 7216 in the Health Services Dept.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21217 to add one (40/40) Accounting Technician (JD7A) position and cancel one vacant (40/40) Account Clerk Experienced Level (JDVC) position number 7216 in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action would result in a total increased annual cost of \$16,707.90 in County General Fund costs associated with adding one position of Accounting Technician (cost offset by the cancellation of one position of Account Clerk Advanced Level), including \$4,034.92 in increased pension costs.

BACKGROUND:

The Accounting Technician position will provide fiscal support to the Public Health (PH) Finance unit which includes Accountants. PH Finance had a vacant Accounting Technician position (it became vacant when the incumbent moved to a higher level position). Although PH Finance intended to fill this position a more urgent need arose in PH Purchasing and that position was filled. The person who filled the Accounting Technician position vacated an Account Clerk Experienced Level position. At this time the department is requesting to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/08/2013** ☒ 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: January 8, 2013

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

Contact: Darlene Thompson,
925-957-5249

By: Carrie Del Bonta, Deputy

cc:

create and fill a new Accounting Technician position for the PH Finance unit.

CONSEQUENCE OF NEGATIVE ACTION:

The work associated with this position is appropriate to the Accounting Technician classification. The negative consequences of not taking this action is that an Account Clerk Experienced Level will work outside the scope of their responsibility and the department must utilize the more expensive option of using the Accountant classification for those duties.

CHILDREN'S IMPACT STATEMENT:

Not applicable

ATTACHMENTS

P-300 #21217