



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: February 10, 2015

Subject: Add one (1) Clerk-Senior Level position in EHSD/Administration Bureau .

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21597 to add one (1) Clerk-Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$2,997 - \$3,827) in the Administrative Bureau of Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of this position the total annual cost for salaries and benefits will increase by \$69,035. Net County cost will increase by \$6,904. Total annual pension cost is \$24,735. This position will be funded 45% Federal revenue, 45% State revenue, and 10% Net County Cost.

BACKGROUND:

This position will assist in procurement, accounts payable, obtaining case records and covering the Department's reception desk. The establishment of this position will improve service, cover essential functions and ensure continuity during peak times and when staff are absent

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Candace Andersen, District II
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 10, 2015

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

By: June McHuen, Deputy

Contact: Michelle Cabrera (925)
313-1510

The inability to add and fill this position will result in slower purchasing and processing of payment documents to ensure timely acquisition of supplies and payment of vendors. It will also result in a decreased level of service to customers having business at the Department's central building

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P-300 #21597