To: Board of Supervisors

From: William Walker, M.D., Health Services

Date: March 31, 2015

Subject: Add one permanent full-time position in the Health Services Department



Contra Costa County

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21599 to add one permanent full-time Administrative Services Assistant III (APTA) position at salary level ZB5-1631 (\$5,432 - \$6,603) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this request has an annual cost of approximately \$130,644.15, which includes \$28,131.98 in pension costs. The entire cost is offset by third party revenues and contained in the Enterprise Fund I.

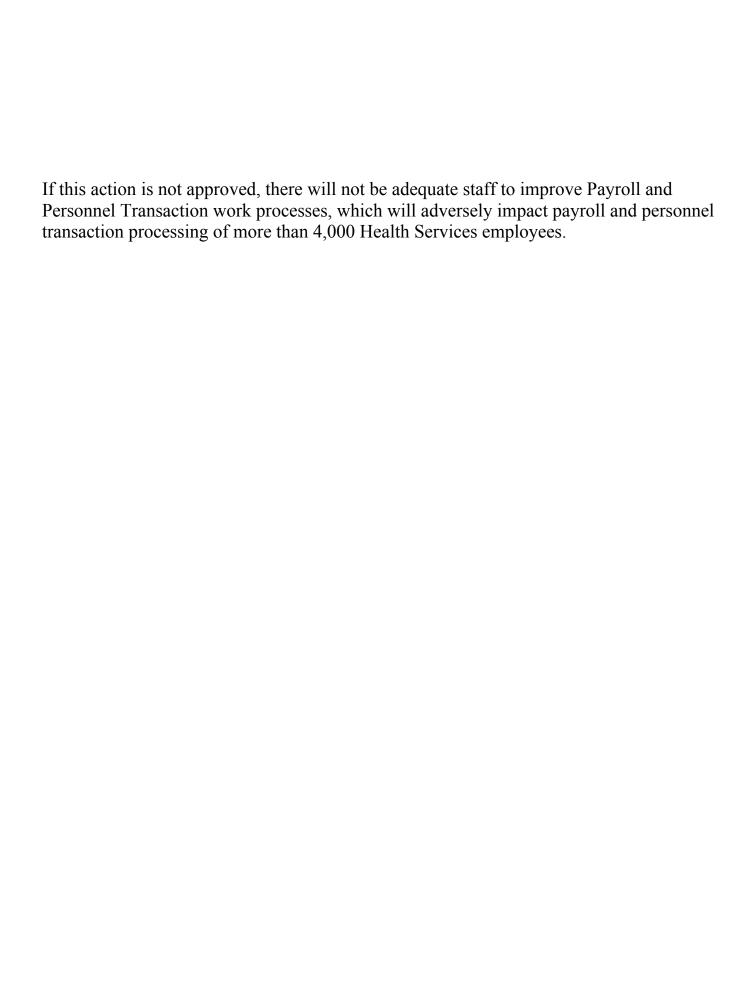
BACKGROUND:

The Health Services Department is requesting to add one Administrative Services Assistant III position assigned to the Personnel Division to streamline and improve Payroll and Personnel Transaction work processes and act as the Department Safety Coordinator and Emergency Management Team Department Representative. There is an annual cost of approximately \$130,644.15, which is entirely offset by third party revenues.

CONSEQUENCE OF NEGATIVE ACTION:

✓ APP	PROVE	OTHER
Action of Board On: 03/31/2015 APPROVED AS RECOMMENDED OTHER		
Clerks Notes:		
VOTE OF SUPERVISORS		
AYE:	Candace Andersen, District II Supervisor	
ABSENT:	Mary N. Piepho, District III 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.
	Karen Mitchoff, District IV Supervisor	ATTESTED: March 31, 2015
	John Gioia, District I Supervisor	David Twa, County Administrator and Clerk of the Board of Supervisors
	Federal D. Glover, District V Supervisor	By: Chris Heck, Deputy
Contact: 957-524	Jo-Anne Linares, (925)	

cc:



CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

P-300 #21599