



**Contra
Costa
County**

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

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:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/31/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: John Gioia, District I
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: March 31, 2015

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

By: Chris Heck, Deputy

Contact: Jo-Anne Linares, (925)
957-5246

cc:

If this action is not approved, there will not be adequate staff to improve Payroll and Personnel Transaction work processes, which will adversely impact payroll and personnel transaction processing of more than 4,000 Health Services employees.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

P-300 #21599