



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: April 14, 2015

Subject: Add one Clerk-Senior Level position and cancel one vacant Account Clerk-Advanced Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21645 to add one (1) Clerk-Senior Level(JWXC) position (\$2,997-\$3,827)and cancel vacant Account Clerk-Advanced Level (JDTD) (\$3,309-\$4,226) position #7183 in the Health Services Department.

FISCAL IMPACT:

There will be a cost savings of \$7,028 annually with this action, including a pension savings of approximately \$1,700.

BACKGROUND:

The Clerk-Senior Level position that will be added with this action will provide much needed clerical support to the Facilities division at Contra Costa Regional Medical Center and Health Centers. Specific duties will include: Sign posting for OSHA, personnel, safety, disaster, communication, staff and patient education regulations, standards, etc.; Clerical assistance to the managers and staff supporting the Environment of Care at the hospital and clinic sites: fire safety, utilities, medical equipment, emergency management, safety, security, hazardous materials and waste; Arrange meetings, conference rooms, take minutes; Assist with environment of care management plans, annual review of the EOC management

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2015** ☒ 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

ABSENT: 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: April 14, 2015

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

By: Chris Heck, Deputy

Contact: Kristen Cunningham,
957-5267

cc:

plans; Assist with regulatory standards adherence - Joint Commission, CMS, OSHA, Title 22, Title 24 and organize supporting documentation; Assist with OSHPD and local jurisdiction submissions and documentation management; Filing; Data entry and organization; Assist with report writing

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved and without additional staff, Contra Costa Regional Medical Center and Health Centers will not have the adequate clerical staff to support its Facilities units.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21645