



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: June 9, 2015

Subject: Cancel one Secretary-Journey Level position and add one Administrative Aide position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21678 to cancel Secretary-Journey Level (J3TF) position #8472 at salary level 3R2-1018 (\$36,606-\$50,462) and add one (1) Administrative Aide position (AP7A) at salary level B85-0972 (\$33,962-\$52,687) in the Health Services Department. (Represented).

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$3,270.63, which includes \$18,704.13 in pension costs. The cost will be funded by State MCAH Allocation, Federal Title XIX matching funds and County contribution to the program.

BACKGROUND:

The Secretary - Journey level position has been vacant for the past four years. Over the years, the Family, Maternal & Child Health Programs have changed and the secretary position is no longer needed. Due to current program needs, adding the Administrative Aide position will support the needed functions. Knowledge in budget and business

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/09/2015** ☒ 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: June 9, 2015

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

By: Chris Heck, Deputy

Contact: Arlene J. Lozada
(925)957-5240

cc:

administration are important

BACKGROUND: (CONT'D)

as the Administrative Aide will be responsible in preparing and processing three Federal time studies which generate substantial revenue for the programs. Significant work in preparing, distributing and supporting staff in completing the time studies, and work with Public Health Finance in the preparation of invoices to the California Department of Public Health will be required. The incumbent will be assisting with budget preparation and monitoring since time studies and program expenditures are related to the fiscal year budgets. Client assistance items including transportation vouchers will be handled by the Administrative Aide, including interfacing with Public Health Finance regarding all necessary internal controls. Analyzing programmatic forms for compliance, consistent usage and redundancy for all programs - MCAH, CCS, and WIC - on behalf of the FMCH Director will also be handled by the incumbent. In addition, the Administrative Aide will be tracking and monitoring FMLA, Workers Comp, Annual Performance Reviews and requirements of employment for staff in all programs reporting to the FMCH Director.

The Administrative Aide position constitutes the para-professional level providing technical administrative assistance to the Family, Maternal & Child Health Programs Director and the MCAH Program Administrator.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, changing and progressing program needs will not be met as the functions require technical administrative assistance in a paraprofessional level.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21678