



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: June 16, 2015

Subject: Add one Personnel Technician position and Increase the hours of Personnel Services Assistant III position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21686 to add one (1) Personnel Technician (AP7B) position at salary plan and grade level B85-1308 (\$3,947 - \$4,798) and increase the hours of Personnel Services Assistant III (ARTA) position #11682 at salary plan and grade level B85-1631 (\$5,435 - \$6,606) from 3/40 to 40/40 in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$218,689.53, with pension costs of \$54,901.29. The entire cost is 100% offset by third party revenue and contained in the Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to increase the hours of Personnel Services Assistant III position to be assigned in the administration of the Department's Disability Benefits Program. Duties and responsibilities will include maintaining liaison with the County's Risk Management Division regarding employee claims; identifying, creating, and monitoring modified and limited duty assignments; approving and monitoring employee

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/16/2015** ☒ 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 16, 2015

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

By: Chris Heck, Deputy

Contact: Jo-Anne Linares,
957-5240

cc:

leave of absences; facilitating

BACKGROUND: (CONT'D)

ADA accommodations; and providing personnel consultation to managers. The Personnel Technician will work closely with the Department's Disability Program Analyst to ensure all State and Federal mandated timelines under the Family and Medical Leave Act and the Americans with Disabilities Act are met. Additional duties include providing assistance to other analysts in recruitment and selection, and providing lead direction to administrative clerks.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Health Services Personnel will not have adequate staffing to meet the Federal and State mandates in the timely notification of employees of their rights under the Family and Medical Leave Act and the Americans with Disabilities Act.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21686