



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: July 21, 2015

Subject: Add one Clerical Supervisor position and cancel one vacant Account Clerk Supervisor position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21703 to add one (1) Clerical Supervisor (JWHF) position (\$3,866-\$4,937) and cancel vacant Account Clerk Supervisor (JDHD) position #15627 (\$4,062-\$5,187) in the Contra Costa Health Plan division of the Health Services Department. (Represented)

**FISCAL IMPACT:**

There are no additional costs associated with this action. There will be a cost savings of approximately \$4,420 annually with benefits, including \$1,067 in pension costs.

**BACKGROUND:**

Contra Costa Health Plan's Membership Maintenance unit is in need of a Clerical Supervisor to supervise staff in the absence of the unit Manager. The Clerical Supervisor will also be responsible for the day-to-day operations/activities of the clerical staff in the unit. The unit does not need the expertise of an Account Clerk Supervisor to oversee Membership Maintenance activities.

**CONSEQUENCE OF NEGATIVE ACTION:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/21/2015** ☐ 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: July 21, 2015

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

By: Chris Heck, Deputy

Contact: Kristen Cunningham,  
957-5267

cc:

If this action is not approved, Contra Costa Health Plan's Membership Maintenance unit will not have the appropriate supervisory personnel to meet the mandated requirements of the Plan.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

P-300 #21703