



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: August 18, 2015

Subject: Add one Account Clerk-Experienced Level position and cancel one Information Systems Assistant II position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21721 to add one (1) Account Clerk-Experienced Level (JDVC) position (\$3,070-\$3,805) and cancel vacant Information Systems Assistant II (LTVH) position #8047 (\$3,010-\$3,659) in the Information Technology division of the Health Services Department.

FISCAL IMPACT:

Upon approval, the costs associated with this action will be approximately \$2,580 annually with benefits, including \$623 in pension costs. Costs will be funded by Enterprise Fund I. (100%)

BACKGROUND:

This new Account Clerk-Experienced Level position will assist the manager in monitoring the Unit's operating and capital budget, tracking invoices and ensuring proper payment, assisting in the development and monitoring of purchase orders, and service and software contracts.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/18/2015** ☒ 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: August 18, 2015

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

By: Chris Heck, Deputy

Contact: Kristen Cunningham,
957-5267

If this action is not approved and without additional staff, Health Services' Information Technology division will not have the adequate personnel to staff its fiscal operation.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21721