



**Contra
Costa
County**

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

Subject: Add a permanent full-time Clerk Experienced Level position in Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21729 to add one permanent full-time Clerk – Experienced Level (JWXB) at salary level 3RH-0750 (\$2,794.10 - \$3,466.75) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual increased cost of \$59,519.12 including pension cost of \$21,129.29. 100 % of the funding for this action will come from the Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to add one full-time Clerk Experienced Level position in the Contracts and Grants Division. In the last 6 months there has been a drastic increase in the work load for Health Services Contracts and Grants division. With significant increases in contract volume, Purchase Orders converting to Contract, development of new software for Contracts, additional CCHP and Mental Health provider

☒ 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

Contact: Melissa Carofanello -
melissa.carofanello@hsd.cccounty.us - 925-957-5248

By: Chris Heck, Deputy

cc:

Contracts and a large volume of NON -Contract Board Orders. All of these factors have contributed to substantial increase in work flow.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Contract and Grants Division will not be able to properly service the contractual needs of Health Services Department potential miss critical deadlines and funding opportunities.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21729