



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: August 25, 2015

Subject: Increase hours of two (2) positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21733 to increase the hours of Information Systems Assistant-II (LTVH) at salary level 3R5-1005 (\$3,010 - \$3,659) positions #15200 from permanent part-time (32/40) to full-time and #11751 from permanent-intermittent to full-time in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$31,416, with pension costs of \$13,809.15 already included. The entire cost is fully offset with third party revenues.

BACKGROUND:

The Health Services Department's Payroll Division is responsible for paying over 4,100 employees. The incumbents perform rapid data entry of employee time sheets into the County's payroll system KRONOS. In addition to data entry, the incumbents are responsible for responding to employee inquiries by phone or in person, sorting mail, pulling time-sheets out of storage and making copies as needed. The incumbents have been working the additional hours in order to meet payroll deadlines and pay employees accurately and timely.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/25/2015** ☒ 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 25, 2015

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

By: Chris Heck, Deputy

Contact: Jo-Anne Linares,
957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, HS Payroll will not be able to meet Payroll deadlines which adversely impact employees' pay.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

Cost Sheet DL

Cost Sheet BB

Loc 2700 notice

P300