



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: November 3, 2015

Subject: Add one Account Clerk Experienced Level position and cancel one vacant Clerk – Specialist Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21773 to add one permanent full-time Account Clerk – Experienced Level (JDVC) position at salary level 3RH-0755 (\$3,070 - \$3,805) and cancel one permanent full Clerk – Specialist Level (JW XD) position, #8972, at salary level 3RX-1156 (\$3,487 - \$4,453) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of savings of \$8,663, which includes pension cost savings of \$3,075.

BACKGROUND:

The Health Services Department is requesting to add one Account Clerk-Experienced Level position and cancel a vacant Clerk-Specialist Level position #8972 in the Alcohol and Other Drug Services Program within the Behavioral Health Division. Duties and responsibilities of this new position include processing invoices and demands, and supporting the program's internal fiscal monitoring unit. The Department has determined the Account

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/03/2015** ☒ 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
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: November 3, 2015

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

Contact: Melissa Carofanello
925-957-5248

By: Chris Heck, Deputy

cc:

Clerk-Experienced Level classification is more appropriate than the Clerk-Specialist Level.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Alcohol and Other Drug Services Program will not have the appropriate staff to support its fiscal monitoring unit.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21773 HSD