



**Contra
Costa
County**

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

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

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21774 to add one permanent full-time Clerical Supervisor (JWHF) position at salary level K6X - 1290 (\$3,982 - \$5,085) and cancel one permanent full-time Clerk – Senior Level (JWXC) position, #9771, at salary level 3RX-1033 (\$3,087 - \$3,942) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$15,286, including pension cost of approximately \$5,426. Costs will be 100% funded by Mental Health Realignment funds.

BACKGROUND:

The Health Services Department is requesting to add one Clerical Supervisor position and cancel a vacant Clerk-Senior Level position #9771 in the Children's Mental Health within the Behavioral Health Division. Duties and responsibilities of this new position include planning, organization and supervision of the program's clerical staff. The Department has determined the Clerical Supervisor is more appropriate than the Clerk-Senior Level position.

☒ 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:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the East County Children's Mental Health Program will not have the appropriate level of supervision for its clerical staff.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21774 HSD