



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: February 9, 2016

Subject: Add one Administrative Services Assistant II and cancel one Information Systems Technician II in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21824 to add one (1) Administrative Services Assistant II (APVA) position (\$4,795-\$5,828) and cancel one vacant (1) Information Systems Technician II (LTVB) position #9636 (\$4,895-\$5,950) in the Information Technology unit of the Health Services Department.

FISCAL IMPACT:

There are no additional costs associated with this action. There will be a cost savings of \$2,160 annually with benefits, including \$521 in pension costs.

BACKGROUND:

Health Services Information Technology has identified a need for an Administrative Services Assistant II position to support its contracting and procurement operations. This position will support the purchasing of IT equipment, software, systems, and services. Working with vendors for quotes, preparation of software and services agreements, purchase orders, and services contracts. Recently, the process for acquiring software, services, and training changed from a routine Purchase Order to the use of a Software and Services Agreement (SSA). The SSA is a very detailed

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
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: February 9, 2016

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

By: Chris Heck, Deputy

Contact: Kristen Cunningham,
(925) 957-5267

cc:

BACKGROUND: (CONT'D)

legal document which requires the IT department to work more closely with the various vendors to develop a document which clearly describes the work to be performed, terms and conditions, and scope of service. These responsibilities are more appropriately aligned with that of an Administrative Services Assistant II rather than an Information Systems Technician II.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Information Technology division will not have the appropriate personnel to staff its operations.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21824 HSD