



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: March 29, 2016

Subject: Add and cancel positions in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21836 to add one permanent full-time Personnel Technician position (AP7B) at salary plan grade and level B85-1308 (\$4,065 - \$4,941) and cancel vacant Personnel Services Assistant III (ARTA) position #7938 at salary plan grade and level B85-1631 (\$5,598 - \$6,804) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in cost savings of approximately \$32,922 annually, including pension cost savings of 10,526.00. (Enterprise Fund I)

BACKGROUND:

The Health Services Department is requesting to add a Personnel Technician position assigned to its Personnel Division. The primary responsibility will include a variety of technical and administrative tasks in support of six Personnel Analysts in the administration of recruitments and examinations. The technician will assist in posting job announcements and supplemental questionnaires, and processing examination

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/29/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
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: March 29, 2016

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

By: Chris Heck, Deputy

Contact: Jo-Anne Linares, (925)
957-5240

cc:

BACKGROUND: (CONT'D)

materials in the Neogov Applicant Tracking System from sending application evaluation notices, scheduling, proctoring and coordinating written tests, oral boards and application screening boards, entering scores and promulgating eligible lists, certifying names and closing of examination files. In 2015, the Department evaluated 6,800 applications, promulgated 97 eligible lists, and processed 976 requisitions which resulted in 380 appointments.

The Department has determined that the vacant Personnel Services Assistant III position is no longer needed and a Personnel Technician will better meet its operational needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have adequate para-professional staff to support the examination/recruitment process and as a consequence delays the establishment of eligible lists and filling of vacancies.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21836