



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: April 12, 2016

Subject: Cancel one (1) full-time position and add one (1) full-time position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21848 to cancel one (1) vacant full-time Clerk-Senior level (JWXC) position #7151 at salary level 3RX-1033 (\$37,049-\$47,313) and add one (1) full-time Clerical Supervisor position (JWHF) at salary level K6X-1290 (\$47,785-\$61,023) in the Health Services Department. (Represented).

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$103,858, which includes \$21,663 in pension costs. The cost will be funded by 85% State California Children Services funds and 15% General Fund.

BACKGROUND:

The California Children's Services Program is a statewide program that arranges and pays for medical care, equipment and rehabilitation for eligible children and youth. The Clerical Supervisor will be assigned to the California Children's Services (CCS) Administration Office. Public Health's CCS Program serves over 4,100 clients and the Clerical Supervisor will provide supervision to an Account Clerk, ten Senior Clerks and one Clerk-Specialist in

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/12/2016** ☒ 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: April 12, 2016

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

By: Chris Heck, Deputy

Contact: Arlene J. Lozada
(925)957-5269

cc:

order to ensure that office processes and procedures are completed. Performing the most complex and responsible clerical duties, the incumbent will also review work flows, complete performance evaluations and direct the work of support staff.

BACKGROUND: (CONT'D)

Adding this position will relieve the Program Administrator and other Managers in overseeing the work of administrative support staff members, including student workers. The Clerical Supervisor will be a participant of the CCS Management Team.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, program operational needs will not be achieved due to staffing shortage.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.

ATTACHMENTS

P300 No. 21848 HSD