



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: May 24, 2016

Subject: Increase position hours in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21859 to increase the hours of Information Systems Assistant II (LTVH) position # 11752, at salary level 3R5-1005 (\$3,010 - \$3,659), from permanent intermittent (40/40) to permanent full-time (40/40) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$34,795, with approximate pension costs of \$15,590 already included. The entire cost is fully offset with third party revenues.

BACKGROUND:

The Health Services Department's Payroll Division is responsible for paying over 4,100 employees. The incumbent performs rapid data entry of employee time sheets into the County's payroll system, KRONOS. In addition to data entry, the incumbent is responsible for responding to employee inquiries by phone or in-person, sorting mail, pulling time sheets out of storage and making copies as needed. The incumbent has been working the additional hours in order to meet payroll deadlines and pay employees accurately and timely.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/24/2016** ☒ 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: May 24, 2016

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

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Health Services Payroll will not be able to meet payroll deadlines, which adversely impact employees' pay.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21859