



**Contra
Costa
County**

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

Subject: Add and cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21899 to add one (1) Secretary-Advanced Level position (J3TG) at salary level 3R2-1163 (\$3,772 - \$4,828) and cancel vacant Personnel Technician (AP7B) position #16117 at salary level B85-1308 (\$4,228 - \$5,139) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost savings of approximately \$5,483.

BACKGROUND:

The Health Services Personnel/Payroll Division is in need of administrative support to perform a variety of secretarial duties that are consistent with the classification of Secretary-Advanced Level. Duties include maintaining the appointment calendar for the Personnel Director which involves prioritizing and scheduling meetings, and preparing the agenda; handling and sorting a wide variety of correspondence, and composing draft responses; screening confidential emails, telephone calls and visitors, and handling routine

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Candace Andersen, District II
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: August 9, 2016

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

By: Chris Heck, Deputy

Contact: Jo-Anne Linares,
957-5240

matters; assisting in the preparation of reports;

BACKGROUND: (CONT'D)

developing and maintaining database logs and document files; updating and distributing all HSD policies and procedures; and ensuring timely payment of invoices and contracts. Due to attrition, the division has relied on other clerical staff to perform these duties and the workload has become burdensome. The Department has determined that the vacant Personnel Technician position is no longer necessary and a Secretary-Advanced Level is more appropriate to perform these duties and responsibilities.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there is not adequate administrative staff to effectively support the Personnel/Payroll administration, which may impact the level of service it provides to the other divisions within the Health Services Department.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21899 HSD