



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 20, 2016

Subject: Increase position hours in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21954 to increase the hours of one Sterile Processing and Distribution Technician (1EWA) position #14611 (represented) at salary level and grade TA5 1015 (\$3,162 - \$3,843) from permanent intermittent to permanent full-time 40/40 in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$35,833, with \$16,375 in pension costs. The cost will be funded by Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to increase the hours of one Sterile Processing Distribution Technician position #14611 from permanent intermittent to permanent full-time 40/40. The West County Health Center is in need of the incumbent to work 40/40 hours due to the growth of the Family Practice and Specialty Clinics. West County Health Center is also providing dental services to the community, therefore, there is a need to help in sterilizing dental instruments, etc. West County Health Center is also supporting the School Based Dental Clinics instruments

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
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: September 20, 2016

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

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

BACKGROUND: (CONT'D)

sterilization and has 93 Specialty Clinics per week (i.e. GYN, Minor, Plastic, Podiatry, Flex, Cysto, etc.) With this tremendous growth, the incumbent is needed to make sure that the equipment and instruments are properly sterilized to meet the State and JCAHO requirement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be enough staff hours to meet the patient care needs in the West County Health Center.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21954 HSD