



Contra
Costa
County

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

Subject: Add one Administrative Services Assistant III position and cancel vacant Health Services Planner/Evaluator position #14250 in the Health Services Dept

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21951 to add one (1) Administrative Services Assistant III (APTA) position at salary plan and grade level ZB5 – 1631 (\$5,819 – \$7,074) and cancel vacant Health Services Planner/Evaluator Level B Project (VAS1) position #14250 at salary plan and grade level Z22 – 1323 (\$4,420 – \$7,242) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in approximate annual savings of \$2,971 with estimated pension savings of \$717 already included. (Mental Health Services Act)

BACKGROUND:

The Health Services Department is requesting to add a permanent full time Administrative Services Assistant III position and cancel vacant Health Services Planner/Evaluator Level B Project position #14250 for Behavioral Health Division's Mental Health Services Act Program. Currently this position is responsible for the administration and operation of this

☒ 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

Contact: Melissa Carofanello -
melissa.carofanello@hsd.cccounty.us - 925-957-5248

By: Chris Heck, Deputy

cc:

data

BACKGROUND: (CONT'D)

driven management system which includes: MHSA funded budget, personnel management, organizational development, staffing and capital outlays. The roles and responsibilities of this position are to gather and analyze data, recommend courses of actions for administrative decision-making, and participate in departmental meetings appropriate to subject matter expertise. The State of California has extended and expanded the funding for the Mental Health Services Act ensuring the funding stream for this position and justifying its conversion from a project position to a permanent position. Health Services has determined the more appropriate classification and categorization to perform the duties associated with the support and administration of the MHSA program activities would be better suited with the classification of Administrative Services Assistant III than that of a Health Services Planner/Evaluator Level B Project.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have the appropriate level of staffing in the program and data analysis for its Mental Health Services Act Program Administration.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21951 HSD