



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 13, 2016

Subject: ADD One (1) Administrative Services Assistant II position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21920 to add one (1) Administrative Services Assistant II (APVA) position at salary plan and grade level ZB5 – 1475 (\$4,986 – \$6,061) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$121,078 with estimated pension costs of \$25,821 already included. Costs will be funded by Mental Health Services Act. (100%)

BACKGROUND:

Behavioral Health Administration is requesting the addition of a permanent Administrative Services Assistant II position to be a liaison for the Mental Health Commission. This position will have a high degree of responsibility and interaction with the Mental Health Commission, Board of Supervisors and County Administrator Office. One of the key roles of this position would be the establishment and maintenance of cooperative relationships

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/13/2016** ☒ 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: September 13, 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:

with both key departments in

BACKGROUND: (CONT'D)

the county and community based organizations. The incumbent would be expected to conduct background research and prepare reports for the Board of Supervisors and the Mental Health Commission, as well as use community and county resources for the development of programs for Behavioral Health Division's systems of care. Health Services Department has determined the appropriate classification to perform these duties and responsibilities would be the classification of Administrative Services Assistant II.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not be able to have the necessary level communication and continuity between Behavioral Health Division and the Mental Health Commission.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21920