



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 27, 2016

Subject: Add one Clerk - Experienced Level in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21965 to add one Clerk – Experience Level (JWXB) position at salary plan and grade level 3RH – 0750 (\$2,906 - \$3,605) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$76,733 with estimated pension cost of \$15,359 already included. Costs will be funded by Mental Health Vocational Services' contract with State of California's Department of Rehabilitation. (100%)

BACKGROUND:

The Health Services Department is requesting to add one Clerk – Experienced Level to ensure Behavior Health Division's Mental Health Vocational Counseling Program meets its contract obligations with the Department of Rehabilitation (DOR). One of the contractual requirements is to maintain accreditation from the Commission on Accreditation of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/27/2016** ☒ 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 27, 2016

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

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

By: June McHuen, Deputy

cc:

Rehabilitation

BACKGROUND: (CONT'D)

Facilities (CARF). The Program must mail out surveys to Employers, Stakeholders and Clients to assess the Program's service deliverables. The Program must also illustrate accurate consumer file maintenance including file audits and timely file archiving. The Department has determined one Clerk – Experienced Level position would be the most appropriate solution to address these contract obligations.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have the appropriate level of staffing for its Behavioral Health Division's Mental Health Vocational Counseling Program.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21965 HSD