



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: October 25, 2016

Subject: Add Clerk – Experienced Level position and Cancel Intermediate Typist Clerk - Project position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21978 to add one (1) Clerk – Experienced Level (JWXB) position at salary plan and grade level 3RH - 0750 (\$2,905 - \$3,605) and cancel one (1) vacant Intermediate Typist Clerk - Project (JWV1) position #14381 at salary plan and grade level 3RH - 0753 (\$2,994 - \$3,715) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual savings of approximately \$1,946, with estimated pension cost saving of \$470 already included.

BACKGROUND:

The Health Services Department is requesting to add a full time Clerk – Experienced Level position and cancel one full time Intermediate Typist Clerk Project position for Behavioral Health Division's Utilization Review Unit. The State has extended and expanded the funding for the Mental Health Services Act ensuring the funding stream for this position

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** ☒ 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: October 25, 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:

justifying

BACKGROUND: (CONT'D)

the conversion from a project position to a permanent position. Health Services Department has determined the more appropriate classification to perform the duties associated with the administrative support for the Utilization Review Unit would be better suited with the classification of Clerk – Experienced Level.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not be able to have the appropriate level and classification of administrative staff for its Behavioral Health Division's Utilization Review Unit.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21978 HSD