



Contra
Costa
County

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

Subject: Add and Cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21977 to add one permanent full-time Clerk Senior Level (JWXC) position at salary plan grade and level 3RX-1033 (\$3,210 - \$4,100) and cancel vacant Secretary-Advanced Level (J3TG) position #9857 at salary plan and grade level 3R2-1163 (\$3,772 - \$4,374) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost savings of approximately \$12,856, which includes estimated pension savings of \$3,134.00. (Cost savings to CCHP Premium Revenues)

BACKGROUND:

The Contracts Unit within the Contra Costa Health Plan Division has evolved which included the elimination of the Director of Contracts position in 2008. Consequently, the Secretary-Advanced Level position in support of the Director was no longer needed and the duties and responsibilities primarily changed to clerical support in processing provider/vendor contracts. Typical tasks include maintaining database spreadsheets and logs, record keeping of contract addendums and change orders, filing and faxing. The

☒ 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

By: Chris Heck, Deputy

Contact: Jo-Anne Linares, (925)
957-5240

cc:

Department has determined that the Clerk-Senior Level is the most appropriate classification for these assigned duties instead of Secretary-Advanced Level.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the duties and responsibilities are not appropriately classified and the position will continue to be compensated at a higher level classification.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21977 HSD