



**Contra  
Costa  
County**

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

Subject: Add and Cancel positions in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22004 to add one (1) permanent full-time Administrative Analyst (APWA) position at salary level ZB5-1277 (\$3,941-\$4,790) and cancel vacant Clerk-Specialist Level (JWXD) position #7163 at salary level 3RX-1156 (\$3,626-\$4631) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, there is an annual cost of approximately \$5,704, which includes estimated pension costs of \$1,494. The funding source for this position will be Hospital Enterprise Fund I.

**BACKGROUND:**

The Materials Management Unit has just completed a two (2) year multi-million dollar improvement project streamlining and expanding the utilization of Meditech inventory control system to electronically send their requisition and eliminate manual process. Meditech is an inventory system which manages supplies across the whole Health Services Department from requisition to receiving. With this change in operation, the unit needs a skilled Administrative Analyst position to manage the new inventory control process,

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **12/20/2016** ☒ 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

ABSENT: 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: December 20, 2016

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

By: June McHuen, Deputy

Contact: Shelanda Adams,  
925-957-5263

cc:

provide training and monitor staff compliance converting to this new process. This position will also gather and prepare data, costing analysis,

BACKGROUND: (CONT'D)

pricing discrepancies, manage allocated funds on Blanket POs, and audit departmental spending. Since Xerox role in managing the day to day Meditech operation has been reduced at the Supply Chain level, the role of this position is to continue what Xerox started as we expand the deployment of Meditech Materials Management inventory control system. The Clerk-Specialist position will not meet the operational needs of the department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action not approved, the department will not have the appropriate staffing levels to implement the Meditech inventory control system.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 22004 HSD