



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: January 10, 2017

Subject: Add a clerk position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22012 to add one (1) Clerk-Senior Level position (JWXC) at salary level 3RX-1033 (\$3,210-\$4,100) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$86,487, which includes \$17,478 in estimated pension costs. The cost will be funded by 85% State California Children's Services funding and 15% General Fund (budgeted).

BACKGROUND:

Children and young adults under 21 years of age who have certain medical conditions (congenital heart disease, sickle cell anemia, cystic fibrosis, cleft palate, and HIV Infection) may be eligible for services under the California Children's Services (CCS). CCS is a Statewide program that serves this specific population that pays for their medical care, equipment and rehabilitation needs.

The Public Health Division CCS Unit has an on-going need for clerical support and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/10/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: January 10, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Arlene J. Lozada
(925)957-5269

cc:

previously utilized temporary staff. It has been determined that the program will be served better with a dedicated permanent Clerk-Senior Level position. The Clerk-Senior Level will perform varied and complex clerical work of a highly responsible nature with limited supervision and supports long-term staffing clerical needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the program's administrative support needs will not be achieved due to staffing shortage.

ATTACHMENTS

P300 No. 22012 HSD