



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: March 7, 2017

Subject: Add one permanent full-time Clerk - Senior Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22033 to add one permanent full-time Clerk – Senior Level (JWXC) at salary level 3RX-1033 (\$3,210 - \$4,100) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this will result in an annual cost of approximately \$85,467, which includes estimated pension costs of \$17,468. The cost will be entirely offset with budgeted Mental Health Services Act funds.

BACKGROUND:

The Health Services Department is requesting to add one full time Clerk – Senior Level to assist with the collection of data for evaluation in the Behavioral Health Division’s Mental Health Services Act Program. Without the addition of this position Behavioral Health Division’s Administration will not be able to provide the administrative support and data needed to adequately administer the Mental Health Services Act Program and provide

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/07/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Candace Andersen, District II 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: March 7, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Melissa Carofanello -
925-957-5248

cc:

services to its participants. The Department has determined one full time Clerk – Senior Level would be the most appropriate solution to address this growing need.

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22033 HSD