Board of Supervisors

From: William Walker, M.D., Health Services

Date: March 7, 2017

To:

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



Contra Costa County

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22034 to add one (1) Clerk – Experienced level (JWXB) position at salary plan and grade level 3RH - 0750 (\$2,906 - \$3,605) in the Health Services Department. (Represented)

FISCAL IMPACT:

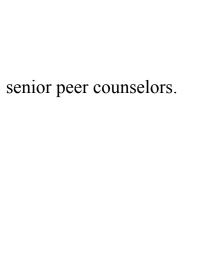
Upon approval, there will be an annual cost of approximately \$76,734, which includes estimated pension costs of \$31,972. The cost will be entirely offset with budgeted Mental Health Services Act funds.

BACKGROUND:

The Health Services Department is requesting to add one permanent full-time Clerk – Experienced Level position assigned to the Behavioral Health Division's Older Adult Mental Health Program. The primary responsibility will include answering phones, filing mental health medical files, assisting with the increasing documentation required for Mental Health Services Act funding and clerical support to program managers, clinicians and

✓ APPROVE	OTHER
▼ RECOMMENDATION OF CNT ADMINISTRATOR	Y RECOMMENDATION OF BOARD 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
Contact: Melissa Carofanello -	By: Rolanda Hartfield, Deputy

925-957-5248



BACKGROUND: (CONT'D)

The Department has determined one full time Clerk – Experienced Level would be the most appropriate classification 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 staffing for its Behavioral Health Division's Older Adult Mental Health Program.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22034 HSD