



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 - Experienced Level position in the Health Services Department

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### **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 CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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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:

senior peer counselors.

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