



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: March 14, 2017

Subject: Cancel one full time Clerk – Experienced Level position and add one full time Administrative Aide position in Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22038 to add one permanent full-time Administrative Aide - Deep Class (AP7A) (unrepresented) position at salary level B85-0972 (\$3,031 - \$4,703) and cancel vacant permanent full time Clerk – Experienced Level (JWXB) (represented) position #9063 at salary level 3RH-0750 (\$2,905 - \$3,605) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$21,010, which includes estimated pension costs of \$4,687. The cost will be entirely offset with budgeted Adolescent Family Life Program funding. (100% Federal Title V revenues)

BACKGROUND:

The Health Services Department is requesting to cancel one vacant full time Clerk – Experienced Level position and add one Administrative Aide position in the Family, Maternal & Child Health Program within Public Health Division. Due to the growing needs

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/14/2017** ☒ 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: March 14, 2017

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

Contact: Melissa Carofanello -
925-957-5248

By: Rolanda Hartfield, Deputy

cc:

of the

BACKGROUND: (CONT'D)

program, there is a need for a dedicated employee to administer long term statistical research, collection and analysis. The Department has determined an Administrative Aide is more appropriate than a Clerk – Experienced Level to provide paraprofessional support to fulfill the needs of this program.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have the appropriate level of staffing for its Public Health Division's Family, Maternal & Child Health Program.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22038 HSD