



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: March 28, 2017

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

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22044 to add one permanent full-time Account Clerk – Experienced Level (JDVC) position at salary level 3RH-0755 (\$3,192 - \$3,985) and cancel vacant permanent full time Clerk – Experienced Level (JWXB) position #9137 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 \$7,867, which includes estimated pension costs of \$1,513. The cost will be entirely offset with budgeted Mental Health Services Act Funding. (100% MHSA)

BACKGROUND:

The Health Services Department is requesting to cancel one vacant full time Clerk – Experienced Level and add one Account Clerk – Experienced Level. The duties of this position would be processing claims and invoices for services rendered which would more

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/28/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
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 28, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Melissa Carofanello -
925-957-5248

cc:

aptly be accomplished by an Account Clerk series. The Department has determined an Account Clerk – Experienced Level is more appropriate than a Clerk – Experienced Level 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 Behavioral Health Division's Care Management Unit.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22044 HSD