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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

Leve 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:

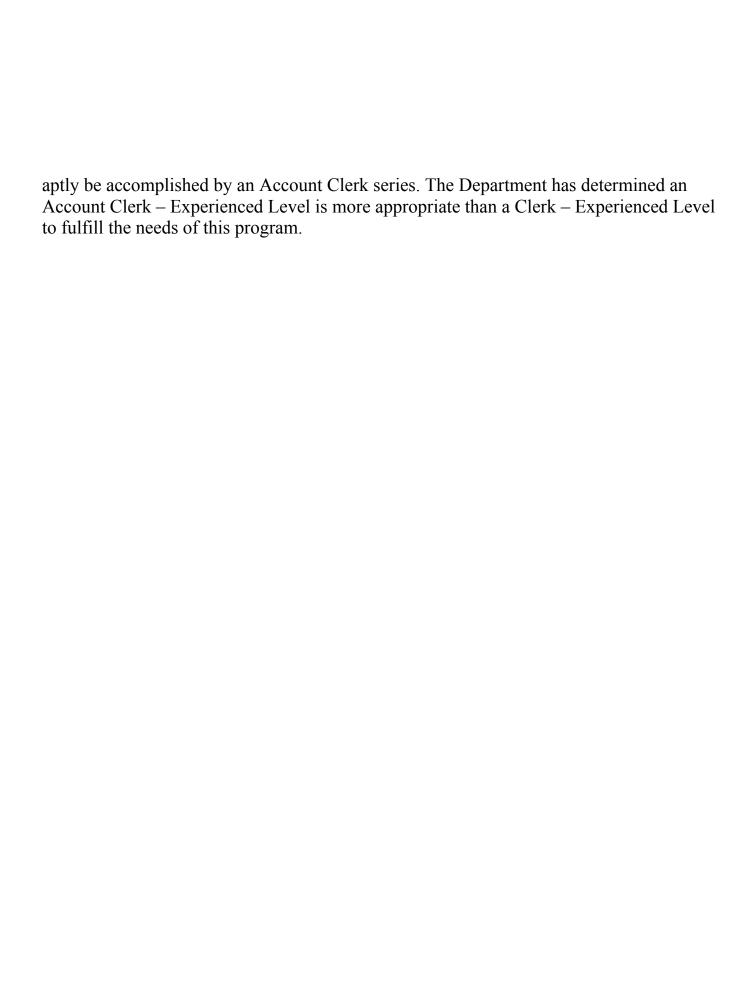
Upon approval, there is an annual cost of approximately \$7,867, which includes estimated pension costs of \$1,513. The cost will be entirely offset with budgeted Mental Health Services Act Funding. (100% MHSA)

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

✓ APF	PROVE	OTHER
▼ RECOMMENDATION OF CNTY ADMINISTRATOR		
Action of Board On: 03/28/2017 APPROVED AS RECOMMENDED OTHER		
Clerks Notes:		
VOTE OF SUPERVISORS		
AYE: ABSENT:	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:



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