



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: August 15, 2017

Subject: Cancel one part time Public Administrator's Program Assistant and add one full time Clerk - Senior Level in the Health Services Department.

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22126 to add one (1) permanent full-time Clerk-Senior Level (JWXC) at salary level 3RX 1033 (\$3,307 - \$4,223), and cancel one (1) permanent part-time Public Administrator's Program Assistant (AXSD) position #16276 at salary level ZB5 1392 (\$4,731 - \$5,750), in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$25,259, which includes estimated pension costs of \$6,100. The cost will be offset from the fees received from by the Public Administrator's Office for processing estates. (100% Estate fees)

BACKGROUND:

The Health Services Department is requesting to cancel one vacant part time 20 hour Public Administrator's Program Assistant position and add one full time Clerk – Senior Level position in the Public Administrator's Office. The Public Administrator's

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **08/15/2017** ☒ 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: August 15, 2017

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

Contact: Melissa Carofanello -
925-957-5248

By: June McHuen, Deputy

BACKGROUND: (CONT'D)

Office is responsible for administering estates of deceased persons without a will or without someone willing to act as an administrator. There is a significant amount of clerical duties in processing these estates including typing and filing correspondence, data entry, answering phones and returning phone calls. Currently the Public Administrator's Office does not have any permanent clerical staff assigned to its office. Given the critical nature and high degree of responsibility the department has determined one full time Clerk Senior Level position would be an appropriate classification level necessary to fulfill the needs of this Office.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Public Administrators' Office of the Health Services Department will not have adequate and appropriate staffing to meet the needs and demands of processing the estates assigned to their office.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22126 HSD