



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 12, 2017

Subject: Increase the hours of one Administrative Services Assistant III position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22150 to increase the hours of part-time Administrative Services Assistant III (APTA) position #13926 at salary plan and grade level ZB5-1631 (\$5,994 - \$7,286) from 32/40 to 40/40 in the Health Services Department. (represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$25,708 with pension costs of \$6,208 already included. This cost is 100% offset with Third Party revenues.

BACKGROUND:

The Health Services Department is requesting to increase the hours of permanent part-time Administrative Services Assistant III position #13926 from 32/40 to 40/40 due to its expanded staff development and training program services. HS Personnel Training Unit currently has 1.80 FTE trainers responsible for the design and implementation of training programs to assist in the improvement of organizational effectiveness of the nine (9) divisions within the Department. Duties include developing and delivering courses in a classroom environment in addition to creating

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/12/2017** ☒ 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: September 12, 2017

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
957-5240

cc:

BACKGROUND: (CONT'D)

individual lesson plans specific to the coaching and support to managers. Over the years, services have increased to add conflict resolution and team building processes, which is in high demand.

The expanded services requires two full-time trainers in order to meet the demands of the training program. Hence, the Department is requesting to increase the hours to full-time. The current incumbent of position #13926 requested the hour increase due to the increasing staff development and training needs and management is in agreement with the position hours increase.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not have adequate staff to meet the training and developmental needs of its employees.

ATTACHMENTS

P300 No. 22150 HSD