



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 19, 2017

Subject: Add and cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22156 to add one (1) full-time Materials Management Supervisor (VCHF) position at salary grade ZA5-1407 (\$4,801-\$5,836) and cancel one (1) vacant full-time Account Clerk-Experienced Level (JDVC) position #16228 at salary grade 3RH-0755 (\$3,288-\$4,076) in the Health Services Department.
(Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of \$40,341 with pension cost of \$7,497 included. The cost will be offset 100% by Hospital Enterprise Fund I revenues.

BACKGROUND:

Contra Costa County Health Services (CCHS) Information Technology (IT) Unit is requesting to add one Materials Management Supervisor (VCHF) position and cancel Account Clerk-Experience Level (JDVC) position. IT's new Materials Management Supervisor position is needed to oversee IT's warehouse's daily functions and to supervise warehouse staff. Currently, IT has one contractor Storeroom Clerk working in the unit's warehouse. The warehouse annually handles over \$19,000,000 worth of expensive computer

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/19/2017** ☒ 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 19, 2017

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

By: June McHuen, Deputy

Contact: Shelanda Adams,
925-957-5263

cc:

software and equipment. With the increasing

BACKGROUND: (CONT'D)

amount of expensive information technology supplies and equipment being handled on a daily basis, the Unit requires a higher skill level in order to assist in the management of this equipment. This position will perform tasks that are more complex than that of a Storeroom Clerk position, such as assisting the manager with such tasks as working with customers and IT technicians and engineers to develop equipment specifications and requirements; monitoring equipment maintenance contracts, managing the receivables daily; maintaining the warehouse inventory and reporting variances. The Materials Management Supervisor position will also supervise the soon to be added Storekeeper position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Information Technology Department warehouse will not have adequate support to oversee the \$19,000,000 worth of expensive computer software and equipment.

ATTACHMENTS

P300 No. 22156 HSD