



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: March 27, 2018

Subject: Add Account Clerk Supervisor Position and Cancel Administrative Analyst Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22189 to add one (1) Account Clerk Supervisor (JDHD) (represented) at salary plan and grade K6X 1340 (\$4,482 - \$5,723) position, and cancel one (1) vacant Administrative Analyst (APWA) (represented) position #17000 at salary plan and grad ZB5 1277 (\$4,222 - \$5,131) position in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$10,443 with \$2,522 in pension costs already included. The cost is entirely offset by Hospital Enterprise Fund I.

BACKGROUND:

The volume and nature of the work has increased in the Materials Management Unit. There are currently 11 clerks in this unit using multiple computer programs. A supervisor is needed who can answer questions, problem solve, is well versed in accounting procedures, and whose scope of work includes training.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/27/2018** ☒ 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 27, 2018

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

By: June McHuen, Deputy

Contact: Jacqueline Kidd,
925-957-5261

cc: Jacqueline Kidd

If this action is not approved, the Materials Management Unit of the Health Services Department will not have adequate leadership to supervise the staff who were hired to meet the demands of an increased volume of work.

ATTACHMENTS

P300 #22189 - Add Acct Clerk Sup and Cancel Admin
Analyst