



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: July 10, 2018

Subject: Reclassify Account Clerk Advanced Level position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22203 to reclassify one Account Clerk-Advanced Level (JD TD) position #14908 and its incumbent at salary plan and grade 3RX-1133 (\$3,761 - \$4,803) to a Health Services Administrator-Level A (VANF) at salary plan and grade ZB2-1100 (\$3,759 - \$5,445), and place the incumbent at step 13 of the salary range of the Health Services Administrator-Level A (VANF), in the Health Services Department. (All represented)

**FISCAL IMPACT:**

Upon approval, there is an annual increased cost of approximately \$17,610, which includes estimated pension costs of \$1,080. The cost will be 100% offset by EMS Ambulance Service Area Zone B funding.

**BACKGROUND:**

The Health Services Department is requesting to reclassify one Account Clerk-Advanced Level position and its incumbent to a Health Services Administrator Level A in the Emergency Medical Services unit. This request is supported by the results of the desk audit conducted by the HR department. The duties and scope of responsibility of this position

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **07/10/2018** ☒ 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: July 10, 2018

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

By: June McHuen, Deputy

Contact: Mary Dunn, (925)  
957-5267

cc: Mary Dunn

significantly evolved since it was filled in February of 2013. The incumbent's work is focused on providing the monitoring of financial activities of multiple cost centers, providing budgetary monitoring, analysis, support and administration contract and grant administration including contract development, monitoring, facilitation of contract review/approval. These duties constitute over 60% of the incumbent's responsibilities.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the incumbent will not be classified and compensated for performing the higher level duties.

ATTACHMENTS

P300 #22203 Reclassify Acct Clerk Advanced to HS Level A