



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: January 9, 2018

Subject: Add one Account Clerk Supervisor Position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22198 to add one (1) full-time Account Clerk Supervisor (JDHD) (represented) position at salary plan and grade K6X 1340 (\$4,482 - \$5,723) in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action has an approximate annual cost of \$116,922 with pension costs of \$24,383 included. The cost will be funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

Contra Costa County Health Services Department's Finance Division is requesting to add an Account Clerk Supervisor position to supervise the paraprofessional staff in the Finance Division's Enterprise Fund I unit (EFI). The unit is managed by a Health Services Accountant and is composed of five accountants and seven accounting paraprofessionals. Currently all staff report directly to the Health Services Accountant. The primary responsibility of the Account Clerk Supervisor position will be to manage and oversee the accounts payable and statistical reporting areas for EFI. The position will also provide day-to-day supervision of support staff, which will allow the Health Services Accountant

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **01/09/2018** ☒ 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: January 9, 2018

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

By: June McHuen, Deputy

Contact: Shelanda Adams,  
925-957-5263

position to focus on ensuring the unit is meeting required deadlines and overall expectations that ultimately effect the stability and accuracy of Enterprise Fund I.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Accountant will not have adequate resources to accurately and efficiently meet the responsibilities and expected outcomes required of the EFI unit.

ATTACHMENTS

P300 22198\_Add 1 Acct Clerk Supv in HSD