



**Contra
Costa
County**

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

Subject: Add Clerk – Experienced Level position and Cancel Intermediate Typist Clerk - Project position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22249 to add one (1) Clerk – Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$2,993 - \$3,713) and cancel one (1) Intermediate Typist Clerk - Project (JWV1) (represented) position #13182 at salary plan and grade 3RH 0753 (\$3,084 - \$3,827) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual savings of approximately \$2,004 with pension savings of \$484 already included.

BACKGROUND:

The Health Services Department is requesting to add a full time Clerk-Experienced Level and cancel one full time Intermediate Typist Clerk-Project position for Behavioral Health Division's Care Management Unit. The State of California has extended and expanded the funding for the Mental Health Services Act ensuring the funding stream for this position justifying the conversion from a project position to a permanent position. Health Services Department has determined the more appropriate classification to perform the duties

☒ 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

A YE: 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: Melissa Carofanello, (925)
957-5248

cc:

associated with the administrative support for the Care Management Unit would be better suited with the classification of Clerk – Experienced Level.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not be able to have the appropriate level and classification of administrative staff for its Behavioral Health Division's Care Management Unit

ATTACHMENTS

P300 #22249 - Cancel Intermediate Typist Clerk-Project Position and Add Clerk-Experienced Level position in HSD