



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: July 10, 2018

Subject: Add one Administrative Services Assistant III in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22251 to add one (1) permanent full-time Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5-1631 (\$5,994 - \$7,286) in the Health Services Department.

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$143,461, which includes estimated pension costs of \$31,039. The cost will be funded 100% by the Mental Health Services Act.

BACKGROUND:

The Health Services Department's Health, Housing and Homeless Division coordinates services and resources by partnering with various government and community agencies to strategize solutions to address not only homelessness but health and social needs as well. The department is requesting an Administrative Services Assistant III position to fill the managerial and administrative needs of the division especially in the areas of monitoring contract programming, management of contractual agreements, budgets and service programs. The department has determined a new Administrative Services Assistant III

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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: Adrienne Todd,
925-957-5265

cc:

position will meet its needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Housing and Homeless Division will not be able to manage and monitor its contractual agreements, budgets and service programs as effectively.

ATTACHMENTS

P300 #22251 - Add Admin Services Asst III Position in HSD