



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: August 14, 2018

Subject: Add and Cancel Permanent Positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22270 to add three (3) permanent full-time Systems Software Analyst I (LWWA) (represented) positions at salary plan and grade ZB5 1787 (\$7,205 - \$9,655); and cancel one (1) vacant permanent full-time Information Systems Technician II (LTVB) (represented) position #9725 at salary plan and grade TB5 1496 (\$5,401 - \$6,565), one (1) Network Manager (LBHA) (represented) position #7052 at salary plan and grade ZA5 1884 (\$7,931 - \$10,629), and one (1) Secretary-Advanced Level (J3TG) (represented) position #14575 at salary plan and grade 3R2 1163 (\$4,001 - \$5,122) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will have an annual cost of approximately \$117,304 which includes \$28,328 in pension costs. The cost is partially offset by the cancellation of the three vacant positions and the remaining expenses will be funded by Hospital Enterprise Fund I.

BACKGROUND:

The Contra Costa County Health Services Information Technology unit (IT) is requesting to add and cancel positions to support its increasing need to provide application support that

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/14/2018** ☒ 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: August 14, 2018

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

By: June McHuen, Deputy

Contact: Mary Dunn, (925)
957-5861

cc:

requires a higher level of technical skill. By adding three (3) Systems Software Analyst I positions that require stronger technical competency

BACKGROUND: (CONT'D)

in the network and server realm, the unit will be able to provide timely service delivery to customer requests. Duties and responsibilities include: customizing, maintaining and updating specialized software; creating system accounts, assisting applications programmers in diagnosing complex program failures; and analyzing memory displays to detect, identify, and correct software deficiencies.

The unit has determined that the vacant Secretary-Advanced Level, Information Systems Technician I, and the Network Manager positions are no longer necessary to meet its operational needs. The cancellation of these vacancies will partially offset the cost of the three new positions that will provide essential service to the Health Services Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Information Technology unit will not have the adequate skill level to provide technical support for the Health Services IT network and server department accounts.

ATTACHMENTS

P300 22270_Add 3 System Software Analyst I positions and CxI vacant positions in HSD