



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: June 26, 2018

Subject: Add one Clerk-Senior Level position and cancel one Secretary-Advanced Level position in the Health Services Department.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22279 to add one (1) permanent full-time Clerk-Senior Level (JWXC) (represented) position at salary plan and grade 3RX-1033 (\$3,307 - \$4,223) and cancel one (1) vacant permanent full-time Secretary-Advanced Level (J3TG) (represented) position #8173 at salary plan and grade 3R2-1163 (\$3,885 - \$4,973) in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action has an approximate annual cost savings of \$12,197 with pension savings of \$3,195 included. The position will be funded by CCHP member premiums.

**BACKGROUND:**

Contra Costa Health Plan's Marketing Unit is requesting to add one Clerk-Senior Level position and cancel one vacant Secretary-Advanced Level position. The unit no longer needs a Secretary-Advanced Level position because as product lines have diminished, so have the secretarial duties. The reduction in duties now allows the position to be performed at a lower clerical level. The duties of the new Clerk-Senior Level position will include: typing letters and various correspondence; operating office equipment, such as computer

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/26/2018** ☒ 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: June 26, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,  
(925) 957-5246

terminals, calculators, fax, and copier; answering telephones; and ordering, receiving, stocking, safeguarding and dispensing forms and supplies.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Plan's Marketing Unit will have a Secretary-Advanced Level classification assigned to a position that no longer requires an advanced secretarial skill set.

ATTACHMENTS

P300 #22279 - Add Clerk-Sr Level and Cancel Vacant Secretary-Advanced Level in HSD