Contra

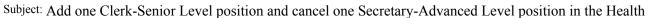
Costa

County

To: Board of Supervisors

From: Anna Roth, Health Services Director

Date: June 26, 2018



Services Department.



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:**

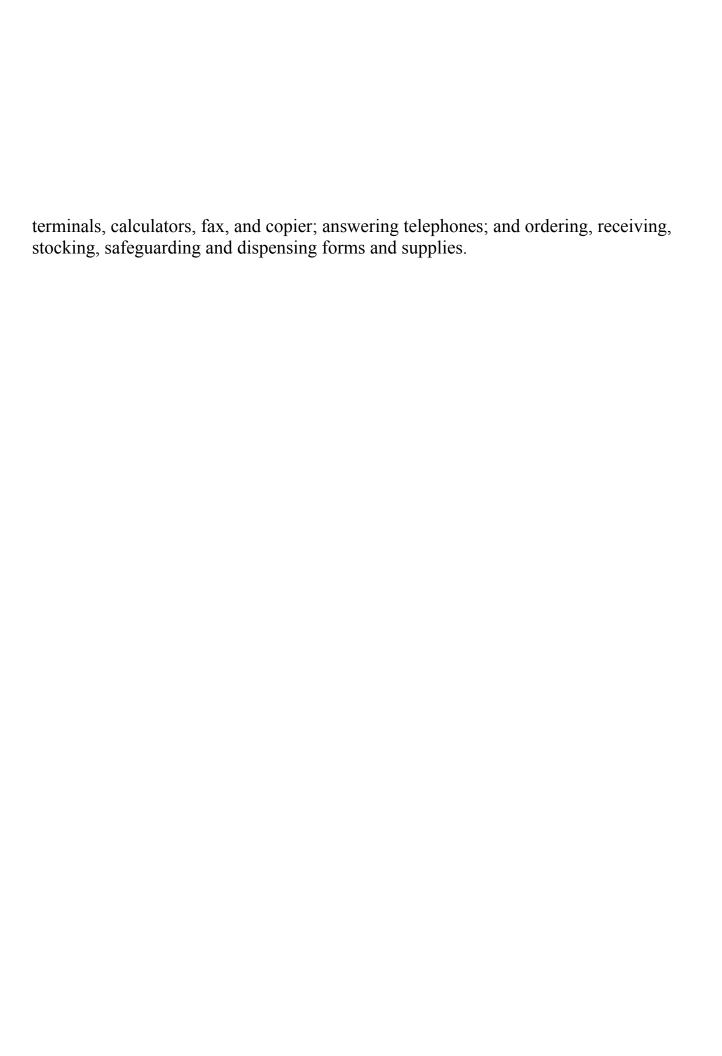
Upon approval, this action has an approximate annual cost savings of \$12,197 with pension savings of \$3,195 included. The position will be funded by CCHP member premiums.

## **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

<b>✓</b> APPROVE	OTHER
▼ RECOMMENDATION OF O     ADMINISTRATOR	CNTY RECOMMENDATION OF BOARD 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



## **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