



Contra  
Costa  
County

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

Subject: Add one Administrative Analyst position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22306 to add one (1) Administrative Analyst (APWA) position at salary plan and grade ZB5-1277 (\$4,348 - \$5,285) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$108,175 with \$22,517 in pension costs already included. This position will be funded within the department's budgeted General Fund allocation.

**BACKGROUND:**

The Health Services Department is requesting to add one Administrative Analyst position to provide administrative, analytical and project support to the Director of Public Health and Health Services Administrator in varied areas such as facilities, contracts and grant tracking, divisional safety, regulatory compliance, personnel tracking and other projects. Duties and responsibilities include data gathering and analyzing, conducting work flow and improvement studies, and submitting recommendations on organizational needs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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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: Jo-Anne Linares,  
925-957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there is not adequate administrative staffing in the Public Health Division which may impact facilities and divisional safety, contracts and grant tracking, and personnel.

ATTACHMENTS

P300 #22306 - Add one Administrative Analyst in HSD