



**Contra  
Costa  
County**

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

Subject: Add one (1) Account Clerk-Experienced Level position and cancel one (1) Clerk-Specialist Level position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22315 to add one (1) Account Clerk-Experienced Level (JDVC) position at salary plan and grade 3RH-0755 (\$3,387 - \$4,199) and cancel one (1) vacant part time (30/40) Clerk-Specialist Level (JW XD) position #7208 at salary plan and grade 3RX-1156 (\$3,847 - \$4,913) in the Health Services Department. (All represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual increased cost of approximately \$9,062 with pension costs of \$2,188 already included. The cost of the new position will be entirely offset by Hospital Enterprise Fund I.

**BACKGROUND:**

The Health Services Department is requesting to add one Account Clerk-Experienced Level position allocated to its Payroll Unit. Over the years, the Department has increased its workforce to over 4,500 employees. Without an automated timekeeping system, payroll clerks are manually processing timesheets and pay warrants for over 4,500 employees on a bi-monthly basis. The new position is critical in order to meet payroll deadlines and pay

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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: Jo-Anne Linares,  
(925) 957-5240

cc:

employees timely and accurately.

BACKGROUND: (CONT'D)

Duties and responsibilities include coding and entering timesheets, processing timesheet corrections, pay adjustments, pay lines, historical adjustments and off-cycle check requests.

The vacant part-time (30/40) Clerk-Specialist Level position #7208 is being cancelled as it no longer meets the operational needs of the Department and partially offset the cost of the Account Clerk-Experienced Level position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Health Services will not have adequate staff in its Payroll Unit to process pay warrants for over 4,500 employees on a timely and accurate manner.

ATTACHMENTS

P300 #22315 - Add Acct Clerk-Exp Level and Cancel PT Clerk-Spec Level