Contra

Costa

County

SEAL OF

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 (JWXD) 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.

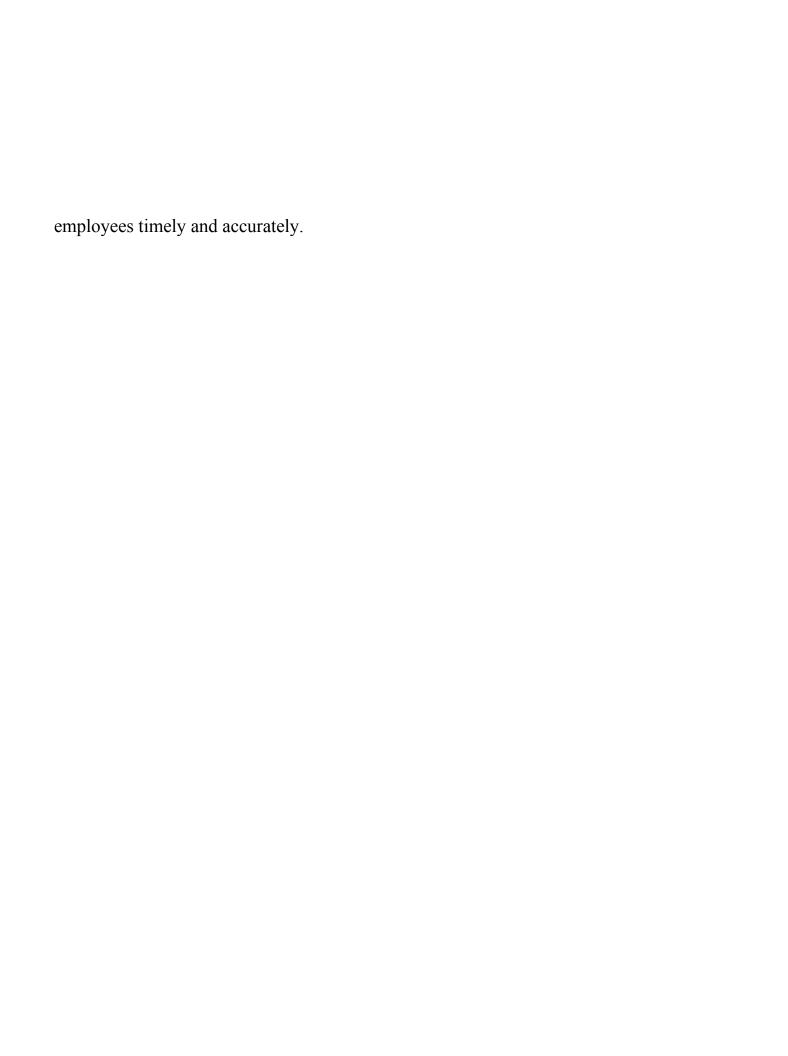
#### **BACKGROUND:**

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

<b>✓</b> APPROVE	OTHER
RECOMMENDATION OF CLADMINISTRATOR	NTY RECOMMENDATION OF BOARD 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



# **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