



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 9, 2018

Subject: Add one permanent Clerical Supervisor position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22359 to add one permanent Clerical Supervisor position (JWHF) at salary plan and grade level K6X-1290 (\$4,393-\$5,610) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$121,468 with pension cost of \$25,639 already included. The entire cost is funded equally with 50% Mental Health Realignment and 50% Drug Medi-Cal Waiver dollars.

BACKGROUND:

The Health Services Department is requesting to add one permanent Clerical Supervisor position in the Behavioral Health Division for the Care Management Access Unit. Currently one Clerical Supervisor is overseeing both the Care Management's Access Line and Provider Services program which are located in different building locations. The current Supervisor oversees 15 clerks and has to travel between the locations to ensure expectations are being met. In addition to supervising the clerical staff assigned to the Access Unit, this position will be responsible for assisting with the implementation of the policy, procedures

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/09/2018** ☒ 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: October 9, 2018

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

By: June McHuen, Deputy

Contact: Sabrina Pearson, (925)
957-5240

cc:

and guidelines for clerical /administrative staff providing support to Alcohol

BACKGROUND: (CONT'D)

and Other drug service; providing ongoing training, documentation of procedures, and compiling data for management team and support to Alcohol and Other Drugs staff handling authorization of services; and assisting the Program Manager with ensuring that telephones calls are documented and responded to in a timely manner, and that the required data is compiled accuracy and timely.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will hinder the units' ability to provide appropriate level of client services to members of the community.

ATTACHMENTS

P300 22359 Add 1 Clerical Supervisor in HSD