



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 16, 2018

Subject: Add One (1) Account Clerk Supervisor Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22367 to add one (1) permanent full-time Account Clerk Supervisor (JDHD) position at salary plan and grade level K6X-1340 (\$4,616 - \$5,895) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$126,744 with \$26,940 in pension costs already included. The entire cost is fully funded by third party revenues.

BACKGROUND:

The Health Services Department is requesting to add one permanent full-time Account Clerk Supervisor position allocated to its Payroll Unit. The incumbent will be primarily responsible for overseeing the day-to-day operations of the Payroll Unit and supervising the staff of 12 account clerks, 3 data entry clerks and 1 clerk. The unit manually codes and processes time-sheets for over 4,500 employees on a bi-monthly basis. With over 100 differentials attached to varied classifications represented by different unions and in order to meet the Auditor-Controller deadlines, the payroll staff needs direct access to an on-site supervisor who can address the daily nuances of manual payroll processing.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/16/2018** ☒ 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 16, 2018

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

By: June McHuen, Deputy

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

cc:

BACKGROUND: (CONT'D)

In order to process pay warrants accurately and timely, the Department finds it necessary to add this supervisory position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Payroll Unit will not have adequate level of supervision and runs the risk of inaccurate and untimely pay warrants to its 4,500 employees.

ATTACHMENTS

P300 22367_Add 1 Account Clerk Supervisor in HSD