



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: December 18, 2018

Subject: Add one Administrative Services Assistant II position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22394 to add one Administrative Services Assistant II (APVA) position at salary plan and grade level ZB5-1475 (\$5,290-\$6,430) in the Health Services Department.(Represented)

FISCAL IMPACT:

Upon approval, this request has an annual cost of approximately \$136,651 with \$29,382 in pension costs already included. This cost is 100% funded by Mental Health Services Act.

BACKGROUND:

The Health Services Department is requesting to add one Administrative Services Assistant II due to expansion of First Hope Early Intervention in Psychosis within Behavioral Health Division. First Hope is an early intervention clinic that offers community psycho-education and intensive family-centered services to adolescents and young adults showing signs of psychosis. The current program, Clinical High Risk (CHR) Program, works with young people at risk for or experiencing very early symptoms of psychosis, prior to a first psychotic episode.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/18/2018** ☒ 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: December 18, 2018

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

By: June McHuen, Deputy

Contact: Sabrina Pearson, (925)
957-5240

cc:

The primary job duties of the new position includes data collection, data analyses, report to various trainings, certification agencies and funding sources; also evaluate and manage day to day activities within the faculty.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will be insufficient administrative support for First Hope Intervention in Psychosis which impacts patients and staff.

ATTACHMENTS

P300 22394_Add ASA II in HSD