



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: January 15, 2019

Subject: Add one Clerk-Senior Level Position and cancel one Health Services Planner/Evaluator Level B-Project Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22410 to add one Clerk Senior-Level (JWXC) position at salary plan and grade level 3RX-1033 (\$3,406-\$4,350) and cancel one vacant Health Services Planner Evaluator Level B-Project position #14251 (VCXD) at salary plan and grade level ZB2-1323 (\$4,688-7,683) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this request has an annual cost savings of approximately \$61,774 with pension costs of \$15,230 already included. (Mental Health Services Act)

BACKGROUND:

The Health Services Department is requesting to cancel one vacant Health Services Planner/Evaluator-Level B-Project position (#14251) and add one Clerk-Senior Level position to better serve the current needs of the Behavioral Health Division. The new position will support the newly expanded Quality Improvement/Quality Assurance Unit. This unit oversees quality management which includes collecting and analyzing data to measure performance goals and actions identified by the Quality Improvement Committee and has expanded to a staff of 11 with no clerical support.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)
957-5240

cc:

BACKGROUND: (CONT'D)

The primary duties of the new position is to initiate and answer correspondence independently, prepare clear and concise reports and use knowledge of office methods and equipment including filing, indexing and cross-referencing methods to support the staff of the unit.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Quality Improvement/Quality Assurance unit will not have adequate clerical staff to support the needs of the unit.

ATTACHMENTS

P300 No. 22410 HSD