



**Contra
Costa
County**

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

Subject: Add two Clerk-Senior Level positions, cancel one vacant Administrative Aide-Project position and one vacant Administrative Aide-Deep Class position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22398 to add two full-time Clerk-Senior Level (JWXC) positions at salary plan and grade level 3RX-1033 (\$3,406-\$4,350), cancel one vacant Administrative Aide-Project position #14698 (AP73) at salary plan and grade level C85-0972 (\$3,216-\$4,989); and one vacant Administrative Aide-Deep Class position #17050 (AP7A) at salary plan and grade level B85-0972 (\$3,216-\$4,989) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this request has an annual savings of \$41,163 with pension costs of \$5,840 already included. This cost is funded by State California Department of Public Health (CDPH) allocation for Maternal, Child & Adolescent Health (MCAH) with Federal match from Title XIX funding.

BACKGROUND:

The Health Services Department is requesting to add two Clerk-Senior Level positions and cancel one vacant Administrative Aide-Project position #14698 and one vacant

☒ 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:

Administrative Aide-Deep Class position #17050 as part

BACKGROUND: (CONT'D)

of the restructuring to better serve the current needs of the Public Health Division specifically within Family, Maternal & Child Health Programs. Due to an increase of funding within programs such as Children's Oral Health that works with preschools, schools and community partners to offer access to oral health services that provides preventive dental services to children in low-income areas of the County.

The primary duties of the new positions include composing and corresponding independently in accordance with the function and required services of the unit, gathering information and completing necessary forms, and dealing tactfully with the public and departmental staff.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Children's Oral Health Program within Family Maternal and Child Health Program will not have the appropriate level of support staff with lead responsibilities and independence to support the clerical staff, which will negatively impact patient services.

ATTACHMENTS

P300 22398_Add 2 Sr Clks Cxl 2 Admin Aides in HSD