



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: July 30, 2019

Subject: Add One Account Clerk-Experienced Level Position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22493 to add one Account Clerk-Experienced level (JDVC) position at salary plan and grade level 3RH-0755 (\$3,522-\$4,367) in Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$98,418 with \$19,956 in pension costs already included. 100% funded by Whole Person Care Grant.

**BACKGROUND:**

The Health Services Department is requesting to add one Account Clerk-Experienced Level position allocated to its Whole Person Care Program.

The new position will be responsible for providing necessary support for the processing of the additional \$3 million for the transitional housing fund. The expenditure of this fund is reliant on an Account Clerk to process the payment of allowable housing related expenses, such as utility bills and moving expenses in a timely manner.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **07/30/2019** ☒ 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: July 30, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Whole Person Care Program within the Health Services Department will not have the adequate level of staffing to ensure payments are processed correctly and timely.

ATTACHMENTS

P300 No. 22493 HSD