



Contra
Costa
County

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

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

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22494 to add one Clerk-Senior Level (JWXC) position at salary plan and grade level 3RX-1033 (\$3,542-\$4,524) in the Health Services Department.(Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$101,328 with \$23,673 in pension costs already included. 100% funded by the Health Resources and Services Administration grant.

BACKGROUND:

The Health Services Department is requesting to add one Clerk-Senior Level position allocated to Health Care for The Homeless program. This position will provide necessary administrative support.

The new position will be responsible for posting information from various reports and documents to appropriate records; offering information over the telephone and making appointments relating to the services offered; and assisting within the department to develop

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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:

and ensure the implementation of clerical procedures.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Care for the Homeless Program within the Health Services Department will not have adequate level of clerical staffing, which will negatively impact the clients.

ATTACHMENTS

P300 No. 22494 HSD