



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: January 7, 2020

Subject: Add one Buyer II position and cancel one Lead Materials Technician position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22534 to add one permanent full-time Buyer II (STTA) position at salary plan and grade level ZB5-1525 (\$5,781-\$7,027) and cancel one Lead Materials Technician (91VD) position #16121 at salary plan and grade level TB5-1359 (\$4,905-\$5,962) in the Health Services Department. (Represented)

FISCAL IMPACT:

There is an annual increased cost of approximately \$21,538.00 with pension costs of \$4,866.00 already included. The cost is 100% offset by Enterprise Fund I Subsidy.

BACKGROUND:

The Health Services Department is requesting to add one permanent Buyer II position and cancel vacant Lead Materials Technician position #16121 allocated in the Information Technology Procurement Team. As part of a re-structure in 2015, the Lead Materials Technician position was added although it was never filled. The Department has determined the position does not serve its operational needs and a Buyer II position is the most appropriate classification based on the higher level duties and responsibilities required

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/07/2020** ☒ 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 7, 2020

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

cc:

BACKGROUND: (CONT'D)

>of the position. With 150 vendors and \$30 million in spending, the Health Services IT Procurement Team supports the entire nine (9) divisions for all information technology systems and services. The Team requires a dedicated staff primarily responsible for the maintenance of purchase contracts of information technology services and commodities. Duties include contract monitoring to ensure vendor compliance, purchasing a wide variety of specialized material and equipment, analyzing and developing purchasing specifications, preparing documentation for bids and Request for Proposal solicitations, and resolving invoice and payment problems.

The Department is canceling the Lead Materials Technician position to offset the cost of the new Buyer II position.

CONSEQUENCE OF NEGATIVE ACTION:

The Health Services Department's Information Technology Procurement Team will not have a dedicated staff assigned to contract maintenance of 150 vendors to provide critical information systems support to its nine (9) divisions including CCRMC and Health Centers; Behavioral Health; Homeless, Housing and Health; Contra Costa Health Plan; Environmental Health; Hazardous Materials; and Public Health.

ATTACHMENTS

P300 No. 22534