



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: October 22, 2019

Subject: Add one Executive Secretary-Exempt position and cancel one Secretary-Advanced Level position #7402 in the Health Services Department

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22541 to add one Executive Secretary-Exempt position (J3T5) at salary plan and grade level B85-1445 (\$5,434 - \$5,890) and cancel one Secretary-Advanced Level position (J3TG) at salary plan and grade level 3R2-1163 (\$4,162 - \$5,327) Position #7402 in the Health Services Department. (Represented)

### **FISCAL IMPACT:**

This action has an annual increase cost of approximately \$10,647 with pension costs of \$2,679 already included. The entire cost is fully offset by Enterprise Fund I.

### **BACKGROUND:**

The Director of Health Services, Anna Roth, RN, MS, MPH, does not have a dedicated confidential Executive Secretary position allocated to providing daily administrative support. Instead, administrative support is currently provided by one permanent clerk, and a temporary work experience employee (WEX Trainee) working through a training program administered by the Employment and Human Services Department. The Executive Secretary position will be responsible for solely supporting the Director of Health Services in a variety of activities including, but not limited to: maintaining the Director's appointment

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/22/2019** ☒ 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

ABSENT: 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: October 22, 2019

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

By: June McHuen, Deputy

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

cc:

calendar and meeting schedules, as well as coordinating

### BACKGROUND: (CONT'D)

travel arrangements; prioritizing appointments with/for the Director with supervision and direction as needed; answering and screening telephone calls, emails, and greeting visitors; serving as the liaison between department heads or designees, staff, public and other officials; composing draft memorandum, emails, and other essential administrative/scheduling correspondences; preparing and assisting in the preparation of highly confidential and sensitive reports; and providing lead and work direction to a clerk and WEX Trainee, and student interns in the Office of the Director. This position will be privy to confidential information regarding operational, organizational, and personnel plans and strategies throughout Health Services.

### CONSEQUENCE OF NEGATIVE ACTION:

The Director of Health Services will not have a dedicated confidential staff to perform daily administrative support tasks in the Health Services Office of the Director.

### ATTACHMENTS

P300 No. 22541