



**Contra
Costa
County**

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

Subject: Add one Account-Clerk Advanced Level position and Cancel one Accounting Technician position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22569 to add one Account Clerk-Advanced Level (JD7D) position at salary plan and grade level 3RX-1133 (\$3,911-\$4,995) and cancel one vacant Accounting Technician (JD7A) position #8169 at salary plan and grade level 3RX-1236 (\$4,331-\$5,531) in the Health Services Department. (Represented)

FISCAL IMPACT:

This action will result in an annual cost savings of approximately \$10,143.

BACKGROUND:

Health Services is requesting to cancel a vacant Accounting Technician position #8169 and add one Account Clerk-Advanced Level position allocated to the Conservatorship/Guardianship Program. There are currently three (3) Accounting Technician positions including one vacancy that no longer meets the needs of the program. The department has determined the Account Clerk-Advanced Level position is a more appropriate classification to provide direct support to the two Accounting Technician incumbents. Duties and responsibilities include performing less complex accounting clerical tasks; preparing bills for payment;

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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)

>scanning bank statements, notices and other documents into the shared folder; working with or acting as the vault custodian for property set up in Panoramic inventory; maintaining filing of journals, ledgers, and logs; and annual purging of the Accounting file room.

The cancellation of the Accounting Technician position will result in an annual cost savings of approximately \$10,143 (100% General Funds).

CONSEQUENCE OF NEGATIVE ACTION:

The Conservatorship/Guardianship Program will continue operating at a higher cost, and there will not be adequate accounting clerical support in the program.

ATTACHMENTS

P300 No. 22569