



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: September 7, 2021

Subject: Transition One Institutional Services Aide-Project Position into the Merit System in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25785 to transition one Institutional Services Aide-Project (1KW4) (represented) position #17058 and its incumbent at Salary Plan and Grade TB5- 0828 (\$3,076 - \$3,739) into the Merit System classification of Institutional Services Aide (1KWC) (represented) at Salary Plan and Grade TB5 0828 (\$3,076 – \$3,739) in the Health Services Department.

FISCAL IMPACT:

There is no increased cost associated with this action. The position has been, and will continue to be, fully funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

In December of 2016, the Board adopted the Bridge to Success (BTS) Program to provide employment opportunities to individuals with developmental disabilities. BTS program is an alternative employment process designed to provide alternate means of assessing the qualifications and skills of candidates with disabilities. Candidates must be able to successfully demonstrate their ability to perform the essential functions

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/07/2021** ☒ 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: September 7, 2021

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

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

BACKGROUND: (CONT'D)

of the job, with or without accommodations, in order to complete their BTS evaluation and transition to the Merit System. The classification of Institutional Services Aide-Project was established with project position #17058 added to the Health Services Department.

In January 2019, the Department hired the incumbent into the Institutional Services Aide-Project position, and the employee has successfully met the provisions to transition from project to the merit system in accordance with the County's Bridge to Success Program (BTS).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the incumbent of position #17058 will not receive the benefits of being a Merit System employee.

ATTACHMENTS

P300 No. 25785 HSD