



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 2, 2021

Subject: Add one Contract and Grants Specialist I position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25686 to add one (1) Contract and Grants Specialist I (XQWA) position at salary plan and grade ZB5 1329 (\$4,904 - \$5,961) in the Finance Division of the Health Services Department. (Represented)

**FISCAL IMPACT:**

This request has an annual cost of \$126,675, which includes a \$27,742 pension cost. The position will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

The Contract and Grants Unit of the Finance Division has experienced a workload increase of over 450 additional annual transactions. The Contract and Grants Unit is responsible for critical contracted professional services for all divisions of the Health Services Department. If professional services contracts are not processed in a timely manner, services to the community cannot be provided and payments to contractors will be delayed.

The Department's Chief Financial Officer (CFO) has requested that the turnaround time for contracts be reduced from 6-8 weeks to 3-4 weeks. This administrative change to turnaround

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/02/2021** ☒ 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: February 2, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Mary Jane De  
Jesus-Saepharn, 925-957-5240

By: June McHuen, Deputy

cc:

times allows the Department to ramp up its ability to obtain contracts for much needed services, and required additional

BACKGROUND: (CONT'D)

staff.

At the current staffing levels, the Contracts and Grants Unit is not able to comply with the shorter turnaround times and is therefore requesting the additional Contracts and Grants Specialist I position.

CONSEQUENCE OF NEGATIVE ACTION:

The Contracts and Grants Unit will not have adequate staff to comply with the processing new turnaround timeframes.

ATTACHMENTS

P300 No. 25686 HSD