



**Contra
Costa
County**

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

Subject: Add One Buyer II position and cancel one Administrative Services Assistant III position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution 25678 to add one (1) Buyer II (STTA) position at salary plan and grade ZB5-525 (\$5,955 - \$7,238) and cancel one vacant Administrative Services Assistant III (APTA) position at salary plan and grade ZB5-1631 (\$6,614 - \$8,039) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in approximate annual cost savings of \$14,617 to the Hospital Enterprise Fund I budget.

BACKGROUND:

The Health Services Information Technology Division (HSIT) requires the addition of a Buyer II position to support the increasing purchasing duties in its Procurement Team. The position will support the department's efforts to enhance and standardize purchasing processes, analyze and develop purchasing specifications for bulk purchasing, and prepare documentation for bids and Request for Proposal solicitations. The additional position will provide adequate staffing to meet the department's increasing demands for IT equipment and support.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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:

HSIT currently has a vacant Administrative Services

BACKGROUND: (CONT'D)

Assistant III position that has been vacant since November 2019, and has determined there is no longer an operational need for a position in this classification. The Buyer II position is the more appropriate and specialized classification to meet the staffing needs of the Procurement Team.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, HSIT will not have adequate procurement staff to meet the growing technology demands of the Health Services Department.

ATTACHMENTS

P300 No. 25678 HSD