



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: April 20, 2021

Subject: Add one Buyer II and Cancel one Administrative Services Assistant III

RECOMMENDATION(S):

Adopt Position Adjustment Resolution 25710 to add one (1) Buyer II (STTA) (represented) at salary plan and grade ZB5-1525 (\$5,954.81 - \$7,238.11) and cancel one (1) Administrative Services Assistant III (APTA) (represented) position number #16407 at salary plan and grade ZB5 1631(\$6,613.77 - \$8,039.08) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in approximate annual cost savings of \$14,617, which includes pension costs savings of \$3,727, for the Health Services Department.

BACKGROUND:

The Health Services Department Information Technology Division requires an additional Buyer II position to perform purchasing responsibilities for Information Technology to support the organization.

The Information Technology Division currently has an Administrative Assistant III position that has been vacant since November 2019. The department has determined that there is no longer an operational need for the Administrative Services Assistant III position and a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/20/2021** ☒ 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: April 20, 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:

Buyer II position is the more appropriate classification to meet the staffing needs of the department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department Information Technology Division will not have the appropriate staffing to support the Department's operational needs.

ATTACHMENTS

P300 No. 25710 HSD