



Contra
Costa
County

To: Board of Supervisors
From: Robert Campbell, Auditor-Controller
Date: February 2, 2021

Subject: Add One (1) Account Clerk Advanced Level Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25682 to add one Account Clerk Advanced Level (JDTD) (represented) position at Salary Plan and Grade 3RX 1133 (\$4,028 - \$5,144) in the Accounts Payable Section of the Office of the Auditor-Controller.

FISCAL IMPACT:

The annual cost, including benefits, would total \$79,287. This includes pension costs of \$12,952. 100% General Fund.

BACKGROUND:

The Office of the Auditor-Controllers Accounts Payable section is responsible for processing the vendor payment for all County departments and some non-county agencies. Due to the ongoing challenges of processing timely payments the Auditor Controller has identified an ongoing need to add one Account Clerk Advanced Level position. The recommended additional position will provide the staffing needed to respond to ongoing needs of the department.

☒ 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

By: June McHuen, Deputy

Contact: Haj Nahal, (925)
335-8600

cc: Sylvia Wong-Tam, Haj Nahal

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Accounts Payable section of the department will continue to operate with inadequate staffing levels and positions.

ATTACHMENTS

AIR 44308 P300 25682 Add