



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: June 8, 2021

Subject: Add Three (3) Accountant III and Cancel Two (2) Accounting Technicians in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25749 to add three (3) Accountant III (SATA) (represented) in salary plan and grade ZB5 1576 (\$6,236 - \$7,613) and cancel two (2) Accounting Technician (JD7A) (represented) positions #15836 and 15857 in salary plan and grade 3RX 1236 (\$4,461 - \$5,697) in the Finance Division of the Health Services Department.

**FISCAL IMPACT:**

This action will incur an added annual cost of approximately \$226,735, including \$87,928 in pension cost. The incremental cost increase will be 100% offset through grants and third party billing revenues. (Hospital Enterprise Fund I)

**BACKGROUND:**

The organizational needs of the Health Services Department's Finance Division has changed. As of now, the Department has no operational need for two (2) vacant Accounting Technician positions. The current operational needs of the Department requires the addition of three (3) Accountant III positions.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **06/08/2021** ☒ 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: June 8, 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

Currently, Health Services Finance Managers must function as working-managers. This means, in addition

### BACKGROUND: (CONT'D)

to managing teams of accountants and support staff, that they also perform daily high-level professional accounting duties. Additional Accountant III positions will absorb a portion of the manager's professional accounting duties to allow them to focus on management responsibilities.

The additional Accountant III staff will help support the Department's regulatory responsibility, which includes the following: regulatory requirements on Federal grant awards (this requires fiscal monitoring of subrecipients to comply with OMB 2 CFR part 200) and additional emergency preparedness and hazard mitigation grants (this requires high level accounting oversight to ensure fiscal compliance).

Lastly, reduction in contracted professional accounting services has created the need for the Finance Department to increase Accountant staffing levels to take over the previously contracted accounting duties.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not fulfilled, the Department will lack the professional level staffing necessary to: manage and support professional and accounting staff, ensure regulatory requirements are met, and relieve the Department's use of contractors.

### ATTACHMENTS

P300 No. 25749 HSD