



**Contra
Costa
County**

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

Subject: Add One (1) Secretary-Advanced Level and Cancel One (1) Clerk-Senior Level positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25757 to add one (1) Secretary-Advanced Level (J3TG) (represented) position in salary plan and grade 3R2 1163 (\$4,286.93 - \$5,487.63) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 9157 in salary plan and grade 3RX 1033 (\$3,649.03 - \$4,659.97) in the Health Services Department.

FISCAL IMPACT:

This action will have an annual cost increase of approximately \$15,105 which includes \$5,858 in pension cost. This will be fully funded by Environmental Health program fees.

BACKGROUND:

Historically, in the Environmental Health Services Division, the Clerical Supervisor provides administrative support directly to the Director of Environmental Health Services and the Assistant Director of Environmental Health Services. This support role to the Director and Assistant Director is in addition to the Clerical Supervisor's daily responsibility of supervising ten (10) clerical employees that cover front

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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

BACKGROUND: (CONT'D)

desk reception and provide clerical support to the various environmental health programs.

Due to the day-to-day operations of the sizeable clerical and the demands of clerical and administrative support of the programmatic professional staff, the Clerical Supervisor is often not able to simultaneously meet the supervisory responsibilities and the support needs of the Director and Assistant Director.

The addition of a Secretary-Advanced Level position would provide the Director and Assistant Director the much needed administrative support to conduct daily work quickly and efficiently. The Clerk-Senior Level position is cancelled to offset the cost.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not allowed, the Director of Environmental Health Services and the Assistant Director of Environmental Health Services will lack the administrative support they need to better focus their efforts on executive-level planning and organizational development.

ATTACHMENTS

P300 No. 25757 HSD