



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: July 13, 2021

Subject: Add one Account Clerk Supervisor position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25774 to add one (1) Account Clerk Supervisor (JDHD) position at salary plan and grade K6X-1340 (\$5,094 - \$6,505) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$133,135, with \$51,630 in pension already included. The position will be full funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

The Health Services Accountant that currently oversees the Environmental Health Finance unit has been a working supervisor of support staff and professional level staff, in addition to performing a large volume of administrative and accounting duties. With oversight of one Accountant, two Accounting Technicians, two Advanced Level Account Clerks, and one Advanced Level Clerk, the work load has become unmanageable. This request to add an Account Clerk Supervisor would relieve the Health Services Accountant of the direct supervision function over the support staff, to focus on the administrative and accounting

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **07/13/2021** ☒ 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: July 13, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Wendy Mascitto, Deputy

Contact: Lauren Ludwig,
925-957-5269

duties of her position.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, this will result in continued insufficient staffing in the Environmental Health finance unit, which will affect the unit's ability to manage operations.

ATTACHMENTS

P300 No. 25774 HSD