OF TOTAL COUNTY

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.

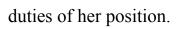
BACKGROUND:

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 COMMINISTRATOR	NTY 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	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.
Diane Burgis, District III Supervisor Karen Mitchoff, District IV Supervisor	ATTESTED: July 13, 2021
	Monica Nino, County Administrator and Clerk of the Board of Supervisors
Federal D. Glover, District V Supervisor	
•	By: Wendy Mascitto, Deputy
Contact: Lauren Ludwig,	

cc: Parna Kamyabfar

925-957-5269



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