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Board of Supervisors

Date: April 26, 2022

To:

Subject: Cancel One Clerical Supervisor Position and Add One Account Clerk Supervisor in the Health Services

Department

## **RECOMMENDATION(S):**

From: Anna Roth, Health Services

ADOPT Position Adjustment Resolution No. 25932 to cancel one (1) vacant Clerical Supervisor (JWHF) position #14950 at salary plan and grade K6X-1290 (\$4,848 - \$6,191), and add one (1) Account Clerk Supervisor (JDHD) position at salary plan and grade K6X-1340 (\$5,094 - \$6,505) in the Finance division of the Health Services Department. (Represented)

### **FISCAL IMPACT:**

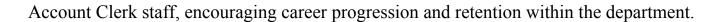
Upon approval, this action will result in an annual cost increase of approximately \$5,734, with pension costs of \$1,462 already included. The increased salary and benefit cost will be fully funded by Hospital Enterprise Fund I revenues.

#### **BACKGROUND:**

The majority (95%) of staff in the Patient Accounting unit of the Health Services department are Account Clerks, who have been receiving supervision from a Clerical Supervisor -- due to the nature of the work, Health Services is requesting to add an Account Clerk Supervisor position to replace the vacant Clerical Supervisor position in overseeing the day-to-day work of the Account Clerks. This would also provide potential growth opportunity for our

✓ APPROVE	OTHER
▼ RECOMMENDATION OF CNTY ADMINISTRATOR	
Action of Board On: 04/26/2022 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 Contact: JR Ang, (925)	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: April 26, 2022  Monica Nino, County Administrator and Clerk of the Board of Supervisors  By: June McHuen, Deputy
313-6506	

cc: Jo-Anne Linares, Kathi Caudel, Viviana Garcia, JR Ang, Lauren Ludwig



<u>CONSEQUENCE OF NEGATIVE ACTION:</u>
If not approved, this unit will not have a supervisor with the knowledge and background needed to appropriately support the functions of the Patient Accounting Unit.

# **ATTACHMENTS**

P300 No. 25932 HSD