



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: April 26, 2022

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

RECOMMENDATION(S):

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

☐ RECOMMENDATION OF BOARD COMMITTEE

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

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

Contact: JR Ang, (925)
313-6506

Account Clerk staff, encouraging career progression and retention within the department.

CONSEQUENCE OF NEGATIVE ACTION:

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