



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: September 13, 2022

Subject: Cancel one Clerk - Senior Level position, and Add one Driver Clerk position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26020 to cancel one (1) vacant Clerk - Senior Level (JWXC) position #8506 at salary plan and grade 3RX-1033 (\$3,759 - \$4,800), and add one (1) Driver Clerk (9QWA) position at salary plan and grade TB5-1026 (\$3,742 - \$4,549) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in approximate cost savings of \$4,582 with \$1,168 in pension cost included. This position will be fully funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

The Public Health Division in the Health Services Department is requesting to cancel one Clerk - Senior Level position, and add one Driver Clerk position. The Senior Clerk position has never been filled and is no longer needed in the Public Health Laboratory.

During the COVID-19 pandemic, the Driver Clerk role was identified in the Public Health Lab for long-term specimen courier solutions. Additionally, the Public Health lab has experienced an increase in demand for courier services for various specimen testing and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/13/2022** ☒ 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: September 13, 2022

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

By: June McHuen, Deputy

Contact: Larita Clow, (925)
957-5244

supplies outside of COVID services. The Department has determined that a full-time permanent position is needed to fulfill these requests, even after the emergency declaration is suspended. Currently the Public Health Lab is leveraging staff time from other public health programs, which is not a long term solution. The lab remains understaffed resulting in this request to the Board for a Driver Clerk position to address the current and ongoing needs.

The addition of this position will result in a cost savings due to the elimination of a budgeted position that has not been filled, the lab reducing the utilization of contracted courier services, and not depending on borrowed staff from other departments.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the division will not have the appropriate staff to effectively provide courier services for various specimen testing and supplies outside of COVID services.

ATTACHMENTS

P300 No. 26020 HSD