



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: September 20, 2022

Subject: Add one (1) Administrative Services Assistant II-Project position in the Health Services Department.

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26025 to add one (1) Administrative Services Assistant II-Project (APV2) position at salary plan and grade Z25-1475 (\$6,129-\$7,449) in the Health Services Department. (Represented)

### **FISCAL IMPACT:**

Upon approval, this action will result in an annual cost of approximately \$147,366 with \$33,018 in pension costs included. (50% Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), 50% American Rescue Plan Act (ARPA))

### **BACKGROUND:**

The Alcohol and Other Drug Services (AODS) in the Health Services Department is requesting to add one (1) Administrative Services Assistant II-Project position. AODS received grant funding from CRRSAA and ARPA to implement the expansion of substance use programs and aid in COVID relief in various areas. Both sources of federal funding have mandatory reporting requirements. The Administrative Services Assistant II-Project position will provide proper monitoring of program expenditures and mandatory reporting to the Department of Health Care Services for recovery residences, primary prevention, and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/20/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
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 20, 2022

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

ABSENT: Diane Burgis, District III  
Supervisor

By: June McHuen, Deputy

Contact: 925-957-5267

other expenditures associated with the CRRSAA and ARPA. This position is necessary for providing additional administrative support for the expansion of substance use services.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Alcohol and Other Drugs Services will not have adequate staffing to monitor and report program expenditures, which will hinder the department from meeting the requirements of program funding. AODS may forfeit current funding and negatively impact its ability to receive future grants from any federal or state funds.

## ATTACHMENTS

P300 No. 26025 HSD