



**Contra
Costa
County**

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

Subject: Add One Health Services Timekeeping Technician Position and Cancel One Account Clerk - Experienced Level Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26023 to add one (1) full-time Health Services Timekeeping Technician (J97A) position at salary plan and grade 3R5-1006 (\$5,036 - \$6,121) and cancel one (1) vacant Account Clerk - Experienced Level (JDVC) position #8186 at salary plan and grade 3RH-0755 (\$3,924 - \$4,865) in the Health Services department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$22,920 with \$5,844 in pension cost already included. The salary and benefit cost increase will be fully funded by Hospital Enterprise Fund I.

BACKGROUND:

Due to an increase in employees hired in the Health Services Department over the last 2 years and new positions being created in the department, the Department's Payroll Unit requires a full-time Timekeeping Technician to meet the demand for processing employee timesheets and related documents accurately and in a timely manner. The division has tried to hire a temporary Health Services Timekeeping Technician; however, qualified candidates

☒ 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: Cristina Perez, (925)
313-4336

are not willing to take

BACKGROUND: (CONT'D)

a temporary job. At the request of the Board of Supervisors, in September 2019, eleven Account Clerk positions in the Payroll Unit were reclassified to Health Services Timekeeping Technicians to address the department's recruitment and retention difficulties in its Payroll Unit. At that time, one filled Account Clerk Experienced Level position was not reclassified due to the incumbent not meeting the minimum qualifications of a Health Services Timekeeping Technician. Now that the position is vacant, the Department is requesting Board approval to convert this final Account Clerk position to a Health Services Timekeeping Technician.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Payroll Unit will not have sufficient staff to process the increasing volume of timesheets, which may result in errors and/or delays in employees pay.

ATTACHMENTS

P300 No. 26023 HSD