



**Contra
Costa
County**

To: Board of Supervisors
From: Ted Cwiek, Human Resources Director
Date: January 10, 2012

Subject: Add one Contracts and Grants Specialist I position in the Health Services Department.

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 21036 to add one (1) Contracts and Grants Specialist I (XQWA) position at salary level ZB5 1329 (\$3983.34 - 4841.78) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$98,543, including pension costs of \$20,625. Funding is available through an administrative expense claim for the Low Income Health Plan.

BACKGROUND:

This new position will be assigned to the Contracts and Grants unit of the Health Services Department and is needed to address increased workload in the unit. Duties of the position will include: preparing and submitting contract drafts to County Counsel, the Auditor-Controller, user departments, and contractor for review and approval; assisting in preparing formal extensions and amendments to existing contracts; and reviewing pertinent state/federal programs and regulations which impact upon contracted services to ensure compliance in new or renewed contracts.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2012** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Gayle B. Uilkema, District II
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: January 10, 2012

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Terrina C. Manor,
957-5248

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Contracts Unit will not have sufficient staff to process contracts in a timely manner which could negatively impact services provided by the Health Services Department.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

CLERK'S ADDENDUM

CORRECTED TO READ: ADOPT Position Adjustment Resolution #20136 #21036 to add one Contracts and Grants Specialist I position (represented) in the Health Services Department. (100% Low Income Health Plan)

ATTACHMENTS

P-300 #20136