



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: July 24, 2018

Subject: Add one Administrative Analyst position and cancel one Emergency Planning Coordinator position in the Health Services Department

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

ADOPT Position Adjustment Resolution No. 22299 to add one (1) Administrative Analyst (APWA) (represented) position at salary plan and grade ZB5-1277 (\$4,348 - \$5,285) and cancel one (1) Emergency Planning Coordinator (9GSA) (represented) position #13459 at salary plan and grade ZB5-1501 (\$5,428 - \$6,598) in the Health Services Department.

### **FISCAL IMPACT:**

Upon approval, this action has an annual cost savings of approximately \$23,152 with \$5,591 in pension costs already included. The position will be funded by 80% Public Health Emergency Preparedness and 20% Cities Readiness Initiative funds.

### **BACKGROUND:**

The Health Services Department is requesting to add an Administrative Analyst position allocated to the Health Emergency Response Unit within its Public Health Division to provide administrative support to various work plans including Public Health Emergency, Medical Countermeasures, Pandemic Flu and Cities Readiness Initiative. Duties and responsibilities include gathering and analyzing data (Rand drills), writing reports and recommending organizational needs (After Action Reports, Improvement Plans, Exercise

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/24/2018** ☒ 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: July 24, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,  
(925) 957-5240

cc:

Plans, Job Action Sheets, and Grant budget work plans), assisting in the hiring process and selection of employees, and collaborating with Emergency Management Team, and internal/external

BACKGROUND: (CONT'D)

community partners.

The Emergency Planning Coordinator position #13459 has been vacant since 2007 and the department has determined it no longer meets the operational needs of the Health Emergency Response Unit. The scope of duties are more in line with the Administrative Analyst classification and cancellation of the Emergency Planning Coordinator position will result in cost savings.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Emergency Response Unit within Public Health will not have the appropriate staffing level to meet its operational needs.

ATTACHMENTS

P300 #22299 - Add Admin Analyst and Cancel Emergency Planning Coordinator in HSD