



Contra  
Costa  
County

To: Board of Supervisors  
From: Ted Cwiek, Human Resources  
Date: January 8, 2013

Subject: Add one Systems Analyst II position in the Health Services Department.

**RECOMMENDATION(S):**

Adopt Position Adjustment Resolution No. 21218 to add one Health Services Systems Analyst II position (LBVC) at salary level ZB5 1784 (6078.43 - 8145.68) in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost of approximately \$157,843, including pension costs of \$34,700, and will be funded by Housing and Urban Development Funds.

**BACKGROUND:**

This position is needed for the coordination, implementation and execution of the Homeless Management Information System (HMIS). The purpose of this system is to facilitate more effective collection and sharing of information between agencies to identify gaps in delivering services to homeless and at risk populations. The HMIS is a requirement of the Department of Housing and Urban Development in order to receive \$9M (annually) in federal housing and service dollars to address homelessness in Contra Costa. The HMIS Administrator is critical to ensuring that the HMIS is meeting the needs/requirements of the

☒ APPROVE

☒ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/08/2013** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, 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: January 8, 2013

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

By: Carrie Del Bonta, Deputy

Contact: Terrina C. Manor,  
957-5248

cc:

community and our funders.

BACKGROUND: (CONT'D)

This work is currently being performed by a contractor of an outside agency for whom we pay. With the incorporation of Homeless Programs into the Behavioral Health Division, there is a need for a permanent County position to build capacity within the Division and further integration across the system.

CONSEQUENCE OF NEGATIVE ACTION:

A Homeless Management information System is a requirement of the Department of Housing and Urban Development in order to receive \$9 million annually in federal housing and service dollars to address homelessness in Contra Costa County. If this position is not added, the Homeless Program will not have a position capable of managing this system and could potentially lose funding.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21318