



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: March 3, 2015

Subject: Reclassify Public Health Program Specialist I to Health Program Specialist II in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21610 to reclassify one (1) Public Health Program Specialist I (VBSD) (represented) position #10076 at salary plan and grade level ZA5-1602 (\$5,279 - \$6,416) and its incumbent to Public Health Program Specialist II (VBND) (represented) at salary plan and grade level ZA5-1711 (\$5,880 - \$7,148) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$12,900 including approximately \$3,201 in pension costs, which is fully offset with revenues from service fees.

BACKGROUND:

The Health Services Department is requesting the reclassification of position #10076 and its incumbent from Public Health Program Specialist I to Public Health Program Specialist II. After analysis of job duties and responsibilities, the Department has determined that the position and the incumbent should be reclassified at the Public Health Program Specialist level. The incumbent has primary responsibilities for the County's Immunization Program

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/03/2015** ☒ 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

ABSENT: 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: March 3, 2015

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares, (925)
957-5246

including county-wide

BACKGROUND: (CONT'D)

planning, administration, coordination and implementation of all Immunization Program activities to assure that all County residents are protected from vaccine-preventable diseases. In addition, he acts as the primary spokesperson for the County's Communicable Disease Program, and is also an active participant in communicable disease investigation and control activities with a large-scale community impact. Further, he serves as a Communicable Disease on-call staff providing direct assistance to the County's Health Officer.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the incumbent will not be classified and compensated appropriately.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P-300 #21610