



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: August 18, 2015

Subject: Establish the classification of Public Health Mobile Clinic Operator in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21649 to establish the classification of Public Health Mobile Clinic Operator (VMTB) (represented) and allocate to the salary schedule at salary plan and grade level QS5 1160 (\$3,510- \$4,266); and reclassify eight (8) positions #8262, #13663, #13664, #13665, #14629, #14639, #15562 and #15755 and their incumbents in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$74,793, with \$23,913 in pension costs already included. The entire cost is funded through 100% Federally Qualified Health Care revenues.

BACKGROUND:

The Health Services Department is requesting to establish a new classification in order to properly classify and compensate the incumbents who operate the mobile health clinic vehicles assigned to Public Health Clinic Services' school-based medical services program. These mobile health clinics are currently operated by eight (8) Driver Clerks who are

☒ APPROVE
 ☐ OTHER
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/18/2015** ☒ 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: August 18, 2015

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

By: Chris Heck, Deputy

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

performing significantly higher level duties and responsibilities

BACKGROUND: (CONT'D)

in comparison to other Driver Clerks who are primarily responsible for messenger and delivery services. In addition to driving mobile health clinics to designated sites and providing direct assistance to medical staff with patient coordination, incumbents are responsible for performing clinic front office management duties which include greeting patients, managing waiting area, scheduling appointments, collecting personal and confidential information, utilizing electronic records management systems, providing public with information, verifying medical coverage and resolving any associated issues. The incumbents are responsible for set up and take down of the clinic vans, maintenance of the waste water systems, inspection of the vehicle's condition and reporting maintenance needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Driver Clerks assigned to operate Public Health's Mobile Clinics in the County's School-Based Clinic Services Program will not be appropriately classified and compensated.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P-300 #21649