



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: January 5, 2016

Subject: Establish Emergency Planning Coordinator-Project classification; add and cancel position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21795 to establish the classification of Emergency Planning Coordinator-Project (9GV1) (represented), allocate it to the salary plan and grade at Z25 1501 (\$4,920-\$5,980); add one (1) Emergency Planning Coordinator-Project (9GV1) (represented) position; and cancel one (1) vacant Emergency Planning Coordinator (9GSA) (represented) position #13458 at salary plan and grade ZB5-1501 (\$4,920-\$5,980) in the Health Services Department.

FISCAL IMPACT:

Cost neutral. Upon approval, the cost of adding a position in the new classification is offset by the cancellation of the permanent position. The position will be funded by Urban Area Security Initiative (UASI) and Public Health Emergency Preparedness (PHEP) Funds.

BACKGROUND:

The Health Emergency Unit has two sources of one-time funding to cover the cost to fill a full-time Emergency Planning Coordinator-Project position. It is unknown how long this funding will be available after the 2015/2016 fiscal year, but it is anticipated to continue for several years. The Unit also has one vacant and full-time Emergency Planning

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/05/2016** ☒ 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 5, 2016

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

By: Chris Heck, Deputy

Contact: Arlene J. Lozada (925)
957-5269

BACKGROUND: (CONT'D)

Coordinator position #13458. Due to the nature of the funding for the position, it is most appropriate to establish an Emergency Planning Coordinator-Project classification and cancel the vacant full-time position.

The Emergency Planning Coordinator-Project will assist in planning, organization, development, operation and coordination of assigned functions of the county-wide Emergency Service Program, Community Warning System (CWS), or the Health Emergency Response Unit. Currently, the Health Emergency Unit has various projects and tasks that need to be completed and would like to maximize its efforts by filling the vacancy with a project based position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will not be able to utilize this one-time funding.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21795 HSD