



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: February 2, 2016

Subject: Add one (1) full-time Public Health Mobile Clinic Operator and cancel one (1) Driver Clerk Position #13666 in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21821 to add one (1) Public Health Mobile Clinic Operator (VMTB) at salary level QS5-1160 (\$3,510-\$4,266) and cancel vacant Driver Clerk (9QWA) position #13666 at salary level QS5-1026 (\$3,074-\$3,736) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$9,352 which includes \$2,258 in pension costs. The cost will be 100% funded by Federally Qualified Health Care revenues.

BACKGROUND:

Position Adjustment Resolution No. 21649 was adopted by the Board of Supervisors on August 18, 2015 to reclassify nine (9) Driver Clerk positions to Public Health Mobile Clinic Operators. Driver Clerk Position #13666 was one of the nine positions intended to be reclassified. This position was and is still vacant and was inadvertently excluded when all the other filled positions were reclassified.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/02/2016** ☒ 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: February 2, 2016

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

By: Chris Heck, Deputy

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

cc:

BACKGROUND: (CONT'D)

Under supervision, the Public Health Mobile Clinic Operator drives and operates a mobile health clinic van to locations as scheduled, provides a variety of routine to difficult patient service duties, works closely with a skilled multi-disciplinary team in the field, and assists clinic practitioner and other staff on the mobile health van or at field sites. It is distinguished from the Driver Clerk classification in that the latter drives a motor vehicle, does routine clerical and manual work required in providing messenger and delivery service between County offices and branches. Driver Clerk Position #13666 is no longer applicable and is no longer needed in Public Health because of the roles and responsibilities of incumbents assigned to operate the mobile health clinic vehicles. It is therefore appropriate to add the Public Health Mobile Clinic Operator position and cancel the vacant Driver Clerk position #13666.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Public Health Services will not be able to fill the vacant position in accordance with program requirements and the appropriate roles and responsibilities of the Public Health Mobile Clinic Operator.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21821