



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: June 7, 2016

Subject: Establish the classification of Public Health Lead Mobile Clinic Operator and Reclassify a Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution #21865 to establish the classification of Public Health Lead Mobile Clinic Operator (VMNA) at salary plan and grade TC5 1209 (\$3,685-\$4,480) and reclassify one (1) Public Health Mobile Clinic Operator (VMTB) position #13663 and its incumbent at salary plan and grade QS5-1160 (\$3,510 - \$4,266) in the Health Services Department. (Represented)

FISCAL IMPACT:

If this action is approved, there is an annual cost of approximately \$3,762 which include pension costs of \$1,203. The cost is completely offset by Federally Qualified Health (FQHC) revenues.

BACKGROUND:

The Health Services Department is requesting to establish the classification of Public Health Lead Mobile Clinic Operator in the School Based Clinic Services Program within Public Health Division. The program provides medical services to qualifying students up to 19 years enrolled in any of the County's school district partners including West Contra Costa,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/07/2016** ☒ 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: June 7, 2016

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

By: Chris Heck, Deputy

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

cc: James Hicks

Mt. Diablo, Pittsburg and Antioch Unified. Services include wellness checkups and sports physical,

BACKGROUND: (CONT'D)

immunizations, vision and hearing, treatment of minor and acute illnesses, and confidential reproductive health services.

Over the years, the School Based Clinic Services Program has grown from one to seven large mobile medical vehicle clinics that are deployed to schools and community sites. These mobile clinics require periodic inspections by the California Highway Patrol and vehicle maintenance to ensure safety operations. The Department has relied solely on a Public Health Mobile Clinic Operator to assume the responsibility of coordinating the mandated inspections, vehicle maintenance schedules and all necessary repairs. This significant assignment is vital in order to minimize the "downtime" of each of the mobile clinics. Hence, the Department is requesting to reclassify position #13663 and its incumbent as he has been performing this higher level duty and needs to be appropriately classified and compensated. Moreover, the Human Resources Department recently conducted a desk study of all Driver Clerks assigned in the school based clinics which resulted in their reclassification to a newly established classification of Public Health Mobile Clinic Operator. In addition, the study revealed that this incumbent is relied upon to provide lead direction in relation to the mechanical operation, maintenance service and repair scheduling of all mobile clinics and also served as the liaison with outside vehicle repair contractors and with the County's Fleet Services staff.

Upon approval, there is an annual cost of approximately \$3,762 with pension costs already included. The entire cost is 100% offset by Federally Qualified Health Care revenues.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there is not one dedicated staff designated the full responsibility of coordinating the service and maintenance of the mobile vehicle clinics in Public Health, which can result in "downtime" and consequently, loss of school-based clinic services in the community.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21865 HSD