



**Contra
Costa
County**

To: Board of Supervisors

From: William Walker, M.D., Health Services

Date: August 2, 2016

Subject: Add and cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21889 to add one (1) full-time Public Health Program Specialist II (VBND) position at salary level ZA5-1711 (\$75,593-\$91,884) and cancel vacant Administrative Services Assistant II (APVA) position #16343 in the Health Services Department. (Both represented)

FISCAL IMPACT:

Upon approval, this action will have an annual cost of approximately \$28,145 which includes \$6,797 in pension costs. The cost will be funded by 65% Center for Disease Control funds and 35% Ryan White funds.

BACKGROUND:

The AIDS/STD Program of the Public Health Division fosters the development, implementation and coordination of programs to reduce the transmission of HIV, provide comprehensive services for people with HIV and enhance community awareness of AIDS to increase understanding and compassionate response. The Public Health Division has a vacant Administrative Services Assistant II position #16343.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/02/2016** ☒ 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: August 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:

Initially, it was decided to use this classification to handle the administrative duties in the AIDS/STD Program. However, due to complex regulatory and fiscal requirements in administering the AIDS/STD Program, the department determined that the Public Health Program Specialist II is the most appropriate classification

BACKGROUND: (CONT'D)

to use. Adding the higher paid Public Health Program Specialist II and cancelling the vacant lower paid Administrative Services Assistant II position, would result to an additional cost of \$28,145.80.

The Public Health Program Specialist II position incumbent will plan, organize and administer the AIDS/STD program. Majority of the incumbent's responsibilities will include providing staff direction, establishing and implementing policies, monitoring program activities including budget expenditures and evaluating the effectiveness of the overall program. Adding the Public Health Program Specialist II position will help accomplish program efficiencies and deliverables while meeting funding requirements.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, State mandated deadlines will not be accomplished due to staff shortage.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21889 HSD