



**Contra
Costa
County**

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

Subject: Add one (1) full-time position and cancel one (1) full-time and one (1) part-time positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21894 to add one (1) full-time Public Health Program Specialist I (VBSD) position at salary level ZA5-1602 (\$5,655-\$6,874) and cancel a vacant part-time Community Health Worker II (VKVB) position #16431 and a vacant full-time Clerk-Specialist Level (JWXD) position #8486 in the Health Services Department. (All represented)

FISCAL IMPACT:

Upon approval, this action will result in approximate annual cost savings of \$9,459.

BACKGROUND:

The Women, Infants and Children (WIC) Program is a federally funded health and nutrition program that helps pregnant and postpartum women, infants and children under 5 years old. Under this program, they are encouraged to eat healthy foods and live a healthy and active life. Women, infants and children who qualify, are able to take advantage of various services such as breastfeeding support, nutrition and health education classes, checks to buy healthy foods, and referrals for health care and community services.

☒ 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:

BACKGROUND: (CONT'D)

The WIC Program at the Concord Site has 13 staff members which include Clerks, Community Health Workers, Home Economists, Public Health Nutritionist, Senior Public Health Nutritionist and an Administrative Intern. The Public Health Program Specialist I will be assigned to provide immediate staff direction to these 13 employees. The Public Health Division has determined that adding one full-time Public Health Program Specialist I position will better serve its current operational needs. The incumbent will ensure that services and program efficiencies are administered and delivered to the clients it serves. The Community Health Worker II position #16431 and Clerk-Specialist Level position #8486 are currently vacant. Cancelling both positions and adding the Public Health Program Specialist I position is deemed appropriate.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, program operational needs will not be fully achieved due to staffing shortage in a supervisory level.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21894 HSD