



Contra  
Costa  
County

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: September 13, 2016

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

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### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21922 to add one (1) Community Health Worker II position (VKVB) at salary level TC5-1043 (\$3,251-\$3,951) and cancel one vacant Clerk-Senior level (JWXC) position #13896 at salary level 3RX-1033 (\$3,210-\$4,100) in the Health Services Department. (Represented).

### **FISCAL IMPACT:**

Upon approval, this action has an annual cost savings of approximately \$2,361 due to the cancellation of Clerk-Senior Level position #13896. The cost savings are split 75% State WIC funding and 25% General Fund.

### **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 to eat healthy foods and live a healthy and active life. Under this program, 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

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Action of Board On: **09/13/2016** ☒ 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: September 13, 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)

Clerk-Senior Level position #13896 is currently vacant. The Department determined that adding one full-time Community Health Worker II position will better serve the current needs of the Women, Infants & Children (WIC) Program. This will also help the program's operational efficiencies and fulfill its obligations under the State Maternal, Child and Adolescent Health (MCAH) contract. The Community Health Worker II works in a variety of public health programs providing basic health care information and services to clients. Incumbents also provide assistance to medical personnel and nursing staff in their examination of patients and in other clinic activities.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, program operational needs will not be achieved due to staffing shortage.

### CHILDREN'S IMPACT STATEMENT:

Not applicable.

### ATTACHMENTS

P300 No. 21922