



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: November 23, 2021

Subject: Establish, revise, retitle and reallocate classifications in the Environmental Health Division of the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22054 to establish the classifications of Environmental Health Specialist III (VLNB) (represented) at salary plan and grade TC5-1001 (\$8119 - \$9,869) and Environmental Health Investigator II (VLNA) (represented) at salary plan and grade TC5-1000 (\$4,973 - \$6,045); retitle the classification of Environmental Health Technician (VL7A) (represented) to Environmental Health Investigator I (VL7A) (represented) at salary plan and grade TC5-1264 (\$4,736 - \$5,757); and reallocate the salaries of the following classifications in the Health Services Department:

- Environmental Health Specialist I (VLWA) (represented) from salary plan and grade TC5-1632 (\$6,818 - \$8,288) to salary plan and grade TC5-1632 (\$6,895 - \$8,381),
- Supervising Environmental Health Specialist (VLHA) (represented) from salary plan and grade ZA5-1831 (\$8,304 - \$10,093) to salary plan and grade ZA5-1831 (\$8,687 - \$10,559),
- Assistant Director of Environmental Health Services (VLGA) (represented) from salary plan and grade ZA5-1899 (\$8,882 - \$10,796) to salary plan and grade ZA5-1899 (\$9,295 - \$11,299), and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/23/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: November 23, 2021

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

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

- Director of Environmental Health Services - Exempt (VLD1) (unrepresented) from salary plan and grade B85-2004 (\$9,859 - \$11,984) to salary plan and grade B85-2004 (\$10,225 - \$12,428).

FISCAL IMPACT:

Upon approval, this action has an approximate annual cost of \$71,486 with pension costs of \$27,222 already included. The cost is budgeted and fully funded by environmental health fee generated revenues.

BACKGROUND:

The Contra Costa Environmental Health Services (EHS) division is charged to protect and promote the health of County residents through programs for safe food, water for drinking and recreation, and the sanitary management of wastes. It serves as a regulatory agency that provides oversight for businesses and property owners and a community resource for the general public.

In order to provide optimal service and maintain regulatory requirements, the Health Services Department (HSD) is re-organizing the Environmental Health Division as program areas require different levels of knowledge, skills, and abilities. Today's industry-standard services include several layers of code enforcement that are performed by both registered and non-registered environmental health staff. The ability to attract and retain individuals in the existing Environmental Health Technician and Environmental Health Specialist classifications has been dismal over the past nine (9) years. High staff turnover is financially draining to the department and disruptive to community services. Thus, salary adjustments are needed to retain current staff and remain competitive in the Bay Area.

Currently, Environmental Health Technicians are responsible for investigations of unsanitary conditions that do not require enforcement by a Registered Environmental Health Services (REHS). However, over the years, the role has expanded to include field investigations in support of new programs such as the Storm Water Program, and the Waste, Tire, and Garbage Programs. Hence, the title of Technician does not accurately reflect its duties and responsibilities. Technicians' primary tasks involve the investigation of complaints that may result in violations of ordinances. For this reason, the Department is requesting to retitle the classification to Environmental Health Investigator I and establish the Environmental Health Investigator II to perform the more complex compliance investigations.

The Registered Environmental Health Specialists (REHS) conduct inspections, issue permits and enforce both local ordinances and State laws. Incumbents have the authority to impound unsafe food and equipment, and close establishments that are found to be in violation of health and safety codes. The current class structure includes two levels - Entry and Journey. Moreover, County ordinances and new legislation constantly affect the duties and responsibilities of the Environmental Health Services Program. In order to meet the needs of the community and enforce new legislation and ordinances, the Department is requesting to establish the classification of Environmental Health Specialist III. In addition to lead responsibilities, incumbents will assist in program development for Solid Waste, Land Use, Food Program, and Pool Program. This new

classification will allow the Supervising Environmental Health Specialist to focus primarily on staff supervision, program operations, and daily unit activities. The addition of the lead classification will result in internal compaction of salaries for the Supervisor, Assistant Director, and Director classifications. Hence, the salary reallocation is requested to maintain the current salary relationships within Environmental Health Services.

The above proposed re-organizational structure is in line with industry standards to provide optimal service to county residents. These changes are vital in order to comply with existing industry standards, adhere to regulatory requirements, and address the compensation inequities associated with hiring and retention.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have the adequate staffing structure for environmental health professionals, which may lead to non-compliance of regulatory standards and adversely impact the health and safety of County residents.

ATTACHMENTS

P300 No. 22054 HSD

P300 No. 22054 Attachment 1