



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: April 25, 2017

Subject: Add one permanent full-time Substance Abuse Program Manager in the Health Services Department

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22062 to add one permanent full-time Substance Abuse Program Manager (VHGE) at salary level ZA5-1750 (\$6,547 - \$7,958) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$154,542, which includes an estimated pension cost of \$33,903. The cost will be entirely offset 100% with budgeted Third Party funding.

BACKGROUND:

The Health Services Department is requesting to add a Substance Abuse Program Manager for its Youth Services Alcohol and Other Drugs Program. A full time Substance Abuse Program Manager is needed to provide administrative and clinical oversight to ensure the services being provided are in compliance to both Federal and State regulations for all youth Substance Use Disorder (SUD) services in Contra Costa County. The primary responsibility includes program evaluations, need assessments, establish relationships with strategic

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/25/2017** ☒ 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: April 25, 2017

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

Contact: Melissa Carofanello -
925-957-5248

By: Rolanda Hartfield, Deputy

cc:

partners, data collection, analysis and report generation as well as assist community based

BACKGROUND: (CONT'D)

organizations under contract with the Alcohol and Other Drugs Program. 100% of the funding for this position comes from Substance Abuse Prevention and Treatment Block – Set Aside Block Grant. The Department has determined a full time Substance Abuse Program Manager would be the most appropriate classification to fulfill the needs of this program.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Alcohol and Other Drugs Program of the Health Services Department will not have adequate staffing to meet the demand and volume of client care for those we serve.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 22062 HSD