



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: August 1, 2017

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

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

ADOPT Position Adjustment Resolution No. 22124 to add one (1) Administrative Aide (AP7A) position at salary level B85-0972 (\$3,122-\$4,844) and cancel one (1) Administrative Analyst (APWA) position #16898 at salary level ZB5-1277 (\$4,222-\$5,131) in the Health Services Department. (Represented)

### **FISCAL IMPACT:**

Upon approval, this action has an estimated annual cost savings of approximately \$5,072 which includes a savings of \$1,225 in pension costs.

### **BACKGROUND:**

Contra Costa Health Services (CCHS) received a \$40M grant under the Whole Person Care statewide waiver pilot program to serve vulnerable Med-Cal recipients. CCHS called the program Community Connect Program. The goal of the Community Connect Program is to provide patient centered services to homeless individuals and families. A patient centered service includes access to nutritious food and safe housing that promote active living. Coordination with county departments, Community Based Organizations and residents are important to continue and enhance community engagement and municipal partnerships.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/01/2017** ☒ 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: August 1, 2017

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

By: June McHuen, Deputy

Contact: Arlene Lozada  
(925)957-5240

cc:

### BACKGROUND: (CONT'D)

During the process of creating positions for the Community Connect Program, it was initially determined that an Administrative Analyst position is needed to assist with the overall administrative activities of the Whole Person Grant requirements. However, subsequently, the department decided to utilize Health Services Planner Evaluator positions to handle certain analytical aspect of the program. In addition, it was determined that using and Administrative Aide instead of an Administrative Analyst is more appropriate. The Administrative Aide will assist with clerical and administrative tasks and will provide support to the Health Services Planner Evaluator incumbents. Under close supervision, the Administrative Aide completes long term administrative projects which may require statistical research, budget analysis, organizational studies, legislative analysis and oral/written reports.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, deliverable requirements of the Whole Person Care Grant will not be achieved.

### ATTACHMENTS

P300 No. 22124 HSD