



Contra  
Costa  
County

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: October 24, 2017

Subject: Add One Full Time Public Health Program Specialist I –Project Position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22167 to add one (1) Public Health Program Specialist I-Project (VBS2) position at salary grade Z15-1602 (\$5,824-\$7,079) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$139,823 with estimate pension costs of \$30,160 included. The cost will be 100% funded by the Bay Area Local Health Jurisdictions Grant.

**BACKGROUND:**

The Health Emergency Response Unit in the Public Health Division of the Health Services Department is responsible for regional preparedness planning, training, and medical countermeasure response activities for 12 Bay Area Local Health Jurisdictions (LHJs). The LHJs are comprised of: Contra Costa County, San Francisco, San Benito, Monterey, Santa Cruz, Alameda, Sonoma, Marin, San Mateo, Napa, Santa Clara and the City of Berkeley. The 12 LHJs represent a combined population of over 8 million people.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

---

Action of Board On: **10/24/2017** ☒ 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: October 24, 2017

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

By: June McHuen, Deputy

Contact: Arlene Lozada, (925)  
957-5240

cc:

The primary responsibility of the Public Health Program Specialist I –Project position is to ensure a strong regional and local public health preparedness and response capability through coordination, policy and resource development. In order to carry out this position, the incumbent must have strong interpersonal skills and solid knowledge of administrative principles that are applicable to program assignments. A project position is generally added to help implement a specific project for a limited duration and its term is extended on a year-to-year basis based upon availability of grant funding.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, advancing public health emergency preparedness and response activities within the 12 LHJs will not be accomplished.

### ATTACHMENTS

P300 No. 22167 HSD