



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 10, 2020

Subject: Reallocate the classifications of Public Health Microbiologist and Senior Public Health Microbiologist on the salary schedule

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22305 to reallocate the salaries of Public Health Microbiologist (V0WA) with an additional step from salary plan and grade TC5-1525 (\$5,781 - \$6,692) to TC5-1525 (\$5,781-\$7,027) and the Senior Public Health Microbiologist (V0TC) with a 5% increase from salary plan and grade TC5-1575 (\$6,074 - \$7,383) to TC5-1575 (\$6,378 - \$7,753) on the salary schedule in the Health Services Department. (All represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$67,369 which includes pension costs of \$16,269. The increased cost is fully offset by Hospital Enterprise Fund I.

**BACKGROUND:**

The Health Services Department is requesting to reallocate the salaries of Public Health Microbiologist and Senior Public Health Microbiologist classifications in order to attract qualified candidates and retain knowledgeable and experienced employees. Over the years, the Public Health Laboratory has endured long-term vacancies due to resignations and the inability to recruit despite extensive outreach efforts.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/10/2020** ☒ 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: March 10, 2020

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

By: June McHuen, Deputy

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



### BACKGROUND: (CONT'D)

Due to short staffing, incumbents have been working overtime in order to meet the laboratory operations and service demands. The duties and responsibilities are highly specialized and requires certification from the State. There are only approximately 350 certified Public Health Microbiologists throughout the State, and the recruitment has been open on a continuous basis yet our five (5) vacant positions remain unfilled.

Currently, there are four steps within the salary structure of the Public Health Microbiologist. The additional step equates to a 5% increase and aligns the salary structure to that of the Senior Public Health Microbiologist with five steps. With this 5% reallocation, the County will bring the salaries to a more competitive level to increase its candidate pool and permanently fill the five (5) vacancies, and retain current staff in the Public Health Microbiologist classification series.

### CONSEQUENCE OF NEGATIVE ACTION:

If this is not approved, the Public Health Laboratory will continue to have insufficient permanent staff to meet its operational needs.

### ATTACHMENTS

P300 No. 22305