



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: July 10, 2018

Subject: Cancel and Add Positions in Health, Housing & Homeless Services in the Health Services Dept

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22318 to add one Mental Health Program Supervisor (VQHP) position at salary plan and grade ZA5-1749 (\$6,939 - \$8,434) and one Health Services Planner/Evaluator-Level B (VCXD) position at salary plan and grade ZB2-1323 (\$4,688 - \$7,683) and cancel one Housing Services Coordinator (VQHL) position at salary plan and grade ZA5-1699 (\$6,604 - \$8,027) and one Public Health Program Specialist I (VBSD) position at salary plan and grade ZA5-1602 (\$5,999 - \$7,292) in the Health Services Department. (All represented)

**FISCAL IMPACT:**

This action results in a net annual salary savings of \$4,860.

**BACKGROUND:**

The Health Services Department is requesting to adjust positions within Health, Housing and Homeless Services. It has been determined that a reallocation of staffing resources is necessary to better serve our client population. The program currently has multiple Housing Services Coordinator positions to support client housing needs, however, there is a need for clinical licensed mental health support for our clients who are struggling with housing

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/10/2018** ☒ 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: July 10, 2018

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

By: June McHuen, Deputy

Contact: Adrienne Todd,  
957-5265

cc:

issues; creation of the Mental Health Program Supervisor will fulfill that need. Further study revealed that the Public Health Program Specialist I position was not the appropriate

### BACKGROUND: (CONT'D)

position to address our client needs. The program is in need of staff who can evaluate client needs and formulate action plans to address those client needs; the Health Services Planner Evaluator position will fulfill this need. Restructuring of staff is necessary to assist in closing the gaps in the system of care that is provided. To further support the increased staffing costs, the department will be flexing a vacant Administrative Services Assistant III position down to an Administrative Assistant II position that will provide cost savings of \$18,947 a year.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will negatively impact the ability of the Behavioral Health Division to provide the appropriate level of service to its clients who struggle with housing needs.

### ATTACHMENTS

P300 #22318 - Add MH Program Sup and HS Planner Evaluator-Level B and Cancel Housing Services Coord and PH Program Spec I