



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: September 11, 2018

Subject: Reassign the Health Services Administrator - C Level position #15293 to the Public Health Division in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22336 to reassign the vacant Health Services Administrator - Level C position #15293, classification code (VANH), from Department Budget Unit 0540 (Hospital Enterprise) to Department Budget Unit 0450 (Public Health) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval of this action, an approximate annual salary and benefit cost of \$157,331 will increase in Department Budget Unit 0450 (Public Health) and will be 100% offset by Whole Person Care funds. In addition, this action will reduce an approximate annual salary and benefit cost of \$157,331 in Department Budget Unit 0540 (Hospital Enterprise).

BACKGROUND:

The Health Services Department is reassigning the vacant Health Services Administrator - Level C position #15293 from Hospital Enterprise (0540) to Public Health Division's Whole Person Care Program (0450). This position reassignment will be temporary pending the retirement of the current Health Services Administrator in Public Health. Due to the complexity and specialized nature of the duties and responsibilities of this key

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/11/2018** ☒ 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: September 11, 2018

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

By: June McHuen, Deputy

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

cc:

administrative position, it is necessary to hire a new administrator at this

BACKGROUND: (CONT'D)

time and provide in-depth training prior to the retirement of the current incumbent. Primary responsibilities include managing contracts and capital projects on all Public Health Clinical Services facility improvement projects including work order, and IT and telecom requests; and acting as the Public Health representative/liaison with Health Services' Personnel, Contracts & Grants and Finance division staff.

Once the new hire is assigned to the established Health Services Administrator position in Public Health, his/her temporary reassignment position will be reassigned back to to Hospital Enterprise (0540).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Public Health Division will not be able to complete its knowledge transfer and succession planning for key personnel staff who plan to retire in the near future.

ATTACHMENTS

P300 #22336 - Reassign HS Administrator-Level C in HSD