



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 12, 2019

Subject: Add one Nutrition Assistant position and cancel one Public Health Nutritionist position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22427 to add one full time Nutrition Assistant (1K7B) position at salary plan and grade level TC5-1086 (\$3,599-\$4,375) and cancel one vacant part-time (30/40) Public Health Nutritionist position #13027 (V9WB) at salary plan and grade level TC5-1430 (\$5,059-\$6,150) in Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this request has an annual savings of approximately \$4,401 which includes pension costs of \$1,085. The cost savings will reflect in the State WIC program funds.

**BACKGROUND:**

The Health Services Department is requesting to add one full-time Nutrition Assistant position and cancel one vacant part-time Public Health Nutritionist position (#13027) as part of restructuring efforts to better serve the current needs in the Public Health Division. The new position is allocated to the Women, Infant, and Child program (WIC) within the Family, Maternal and Child Health Program. This nutrition program helps pregnant women, new mothers and young children to eat well, learn about nutrition and stay healthy.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **02/12/2019** ☒ 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: February 12, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

### BACKGROUND: (CONT'D)

The primary duties of the new position includes applicant screening and participant eligibility determination according to WIC policies; assessing and education WIC participants; checking in WIC participants and preparing their documents; reviewing and documenting participants immunization status, blood work and offering referrals, if necessary; answering phones and performing callbacks to reschedule missed appointments; assisting participants in completing health, nutrition and other forms required by WIC; initiating appropriate referrals to other County and community resources; performing WIC outreach and acting as a local agency liaison. These duties are more aligned with the nutrition program needs of the Public Health Division.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the WIC Program will not have the appropriate level of staffing which negatively impacts patient services.

### ATTACHMENTS

P300 No. 22427 HSD