



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: May 7, 2019

Subject: Add one Health Services Administrator-Level C Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No.22452 to add one Health Services Administrator-Level C (VANH) position at salary plan and grade level ZB2-1723 (\$6,967-\$8,080) in Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$182,782 with \$40,756 in pension costs already included. 100% funded by Title III Older Americans Act Fund.

BACKGROUND:

The Health Services Department is requesting to add one Health Services Administrator-Level C position allocated to the Senior Nutrition Program. The Federal Title III Older American's Act Senior Nutrition Program, administered by the Public Health Division of County Health Services, is required to have a Program Director. On November 29, 2011 the incumbent in that position officially retired from the County and continued to perform duties as a Retiree Annuitant. The vacant Health Services Administrator - Level C position was reassigned to another program on a temporary basis but was never returned to the program. There is a critical need to add this high

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/07/2019** ☒ 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: May 7, 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)

level position in order to appoint a permanent Program Director.

The responsibilities of this position is to plan, coordinate and direct the administrative operations of the program including management of the budget, development and administration of all controls within the program and supervision of administrative and program staff.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Senior Nutrition Program will not have a Program Director, which may result in not meeting the requirement by the Federal Title III Older Americans Act Fund.

ATTACHMENTS

P300 No. 22452 HSD