



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: May 21, 2019

Subject: Establish the classification of Deputy Director of Health Services-Exempt and add a position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22458 to establish the classification of Deputy Director of Health Services-Exempt (VCB4) (unrepresented) at salary plan and grade B85 1000 (\$18,460 - \$22,438) and add one (1) permanent full-time position in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this request has an annual cost of approximately \$450,821 with pension costs of \$102,533 already included. The position will be fully funded by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

The Health Services Department is requesting to establish the classification of Deputy Director of Health Services - Exempt and add a permanent full-time position to support the Health Services Director in providing dedicated attention and focused program support to departmental division heads. In the past ten years, the Department has responded to various changes in State and Federal regulations and mandates specific to healthcare. The health system operation is more complex than ever and has increasingly required more partnership

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/21/2019** ☒ 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 21, 2019

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

By: Jami Napier, Deputy

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

and integration with other county

## BACKGROUND: (CONT'D)

departments including the Employment and Human Services Department.

Under executive direction from the Health Services Director, the incumbent will work closely with department division heads and program chiefs to ensure the effective and efficient operations of the divisions and programs in alignment with the Department's overall strategic plan. The incumbent is required to possess a high level of knowledge about the operations of divisions in order to act as the liaison between the Health Services Director, senior management, and outside agencies and other County departments. The incumbent will represent the Department at meetings in all levels, participate on various committees and/or boards as directed by the Health Services Director, and be able to assume all duties of the Health Services Director in his/her absence.

The Deputy Director will work closely with divisions on system of care to maintain cohesion across all health services systems and to focus their efforts on the overall health and welfare of the residents of Contra Costa County. The role of the Deputy Director is distinguished from the Assistant Director of Health Services classification in that the latter is assigned to direct, plan, and organize the operations specific to a single division or program. The classification is further distinguished from the Assistant to the Director of Health Services in that the latter performs analytical research work on special projects and serves as a representative for the Director at community events.

The Department is also requesting to exempt this classification from the merit system due to its high level of authority and direct reporting relations to the Health Services Director.

## CONSEQUENCE OF NEGATIVE ACTION:

The Health Services Director will not have adequate high level administrative leadership focused on working with division heads and program chiefs to strategically plan and effectively maintain department operations.

## ATTACHMENTS

P300 No. 22458 HSD