



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 8, 2019

Subject: Add a Public Health Program Specialist-Project and an Account Clerk-Advanced Level Positions, and cancel a Clerk Senior Level position in Health Svcs.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22533 to add one Public Health Program Specialist I-Project (VBS2) position at salary plan and grade level Z15-1602 (\$6,239-\$7,584) and one Account Clerk-Advanced Level (JDTD) position at salary plan and grade level 3RX-1133 (\$3,911-\$4,995), and cancel one vacant Clerk-Senior Level (JWXC) position #17282 at salary plan and grade level 3RX-1133 (\$3,911-\$4,524) in the Health Services Department. (Represented)

FISCAL IMPACT:

This action has an annual cost increase of approximately \$168,013.00 with pension costs of \$38,335.00 already included. The increased cost is 100% funded by State funds - Department of Health Care Services (34%), Housing and Community Development (18%), Department of Social Services (14%), and Homeless Coordinating and Finance Council (34%)

BACKGROUND:

The Health, Housing and Homeless Services Division is requesting to add the Public Health Program Specialist I-Project position to implement several programs including the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/08/2019** ☒ 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: October 8, 2019

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

By: June McHuen, Deputy

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

cc:

Homeless Mentally Ill Outreach and Treatment; Housing Security Fund Administration;
CalWORKS Rapid

BACKGROUND: (CONT'D)

Rehousing Program; Youth Rapid Rehousing and Mobile Outreach Program; and the Housing for a Healthy California Rental Subsidy Program which is currently pending. Duties will include establishing and implementing program policies; monitoring and evaluating program efficiencies, and coordinating program activities. Funding for this project classification is on-going until 2025.

The Account Clerk-Advanced Level position is necessary to support the invoicing and procurement activities of both the Health, Housing and Homeless Services Division and the Public Administrator's Office. Duties include monthly reconciliation of transactions, receipts, and maintenance of ledgers. To offset the cost, the vacant Clerk-Senior Level position #17282 is canceled as the duties and responsibilities are more in line with that of the Account Clerk classification.

CONSEQUENCE OF NEGATIVE ACTION:

There will not be adequate staffing to implement and manage critical programs in the Health, Housing and Homeless Services Division within the Health Services Department.

CHILDREN'S IMPACT STATEMENT:

n/a

ATTACHMENTS

P300 No. 22533