



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 22, 2019

Subject: Add one Senior Emergency Planning Coordinator position and cancel one Emergency Planning Coordinator position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22540 to add one Senior Emergency Planning Coordinator (9GWB) position at salary plan and grade level ZB5-1653 (\$6,562-\$7,976) and cancel one vacant Emergency Planning Coordinator position #13461 (9GSA) at salary plan and grade level ZB5-1501 (\$5,645-\$6,862) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual increase cost approximately of \$17,340 with \$4,363 in pension costs already included. This action is funded 100% by State Department of Public Health, Emergency Preparedness Office (PHEP).

BACKGROUND:

The Health Services Department is requesting to add one Senior Emergency Planning Coordinator and cancel one vacant Emergency Planning Coordinator position #13461 in its Public Health Emergency Response Unit (HERU). As part of re-organizational changes, Public Health downgraded the Emergency Services Manager to the Health Services

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/22/2019** ☒ 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

ABSENT: 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 22, 2019

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

By: June McHuen, Deputy

Contact: Sabrina Pearson, (925)
957-5240

cc:

Emergency Preparedness Manager classification,

BACKGROUND: (CONT'D)

and the next step is adding a Senior Emergency Planning Coordinator and canceling the Emergency Planning Coordinator to offset the cost. This Senior position can exercise lead direction to subordinate Emergency Planning Coordinators within that unit and is the advanced working level in the field of emergency management.

The new position will be responsible for developing and maintaining emergency preparedness response and recovery programs; and working with public warning response protocols that included but not limited cities within the county, special districts, local industry, business, non-profit organizations, and state and federal government agencies. Additionally, the incumbent will be participating in the development of funding applications and progress reports in the Health Emergency Response Unit.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Public Health Response Unit within The Health Services Department will not have the adequate professional staffing with the expertise to assist with emergency planning.

ATTACHMENTS

P300 No. 22540