



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 7, 2020

Subject: Add one Deputy Director of Health Services-Exempt position and Cancel one EMS Program Coordinator position in the Health Services Department

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22567 to add one Deputy Director of Health Services-Exempt position (VCB4) at salary plan and grade level B85-1000 (\$19,198 - \$23,335) and cancel vacant Emergency Medical Services Program Coordinator (VBHB) position #8004 at salary plan and grade level ZB5-1824 (\$7,773 - \$9,448) in the Health Services Department. (represented)

### **FISCAL IMPACT:**

There is a net annual cost increase of approximately \$240,143; however, the department anticipates cancelling an additional position at a later date to further mitigate this cost increase.

### **BACKGROUND:**

The Health Services Department is requesting to add one Deputy Director of Health Services - Exempt 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/07/2020** ☒ 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: January 7, 2020

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

By: June McHuen, Deputy

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

cc:

with increased and stringent State

### BACKGROUND: (CONT'D)

and Federal regulations. This new position is primarily assigned to divisions with high public view including Hazardous Materials, Environmental Health Services and Emergency Medical Services which require dedicated oversight to ensure regulatory compliance for the health and safety of the people of Contra Costa.

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 Emergency Medical Services Program Coordinator position #8004 has been vacant since March 2019 and is cancelled to offset this request.

### 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, effectively maintain department operations, and ensure regulatory compliance.

### ATTACHMENTS

P300 No. 22567