



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: March 7, 2023

Subject: Establish the Food Service Worker series, reclassify, and reallocate positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25592, to establish the following three (3) classifications:

1. Food Service Worker - Generalist (1KVG) (represented) at salary plan and grade TB5 1002 (\$3,947 - \$4,798) with five (5) steps and reclassify twenty-six (26) Institutional Services Worker - Generalist (1KVD) (represented) Position Numbers #7663, 7668, 7670, 7679, 7681, 7701, 7722, 7723, 8163, 8559, 8560, 8886, 8890, 8891, 9028, 9033, 12810, 12812, 12813, 14461, 14462, 14470, 14471, 19732, 19733, and 19734;
2. Food Service Worker - Specialist (1KVH) (represented) at salary plan and grade TB5 1003 (\$5,038) with one (1) step and reclassify five (5) Institutional Services Worker - Specialist (1KVE) (represented) Position Numbers #7675, 7694, 8888, 8889, and 9026;
3. Food Service Worker - Lead (1KNA) (represented) at salary plan and grade TB5 1004 (\$5,506) with one (1) step and reclassify four (4) Institutional Services Worker - Lead (1KVF) (represented) Position Numbers #7688, 7709, 9027, and 14388, in the Health Service Department; and

Reallocate the salaries of the following classifications:

Institutional Services Aide (1KWC) (represented) from salary plan and grade TB5 0828

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2023** ☒ 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
Ken Carlson, 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: March 7, 2023

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Larita Clow, (925)
957-5244

(\$3,229 - \$3,925) to salary plan and grade TB5 0828 (\$3,596- \$4,372);

RECOMMENDATION(S): (CONT'D)

Institutional Services Aide - Project (1KW4) (represented) from salary plan and grade TB5 0828 (\$3,229 - \$3,925) to salary plan and grade TB5 0828 (\$3,596- \$4,372);
Institutional Services Worker - Project (1KV1) (represented) from salary plan and grade TB5 0922 (\$3,544 - \$4,308) to salary plan and grade TB5 0922 (\$3,947 - \$4,798);
Institutional Services Worker (Generalist) (1KVD) (represented) from salary plan and grade TB5 0922 (\$3,544 - \$4,308) to salary plan and grade TB5 0922 (\$3,947 - \$4,798);
Institutional Services Worker (Specialist) (1KVE) (represented) from salary plan and grade TB5 1167 (\$4,518) to salary plan and grade TB5 1167 (\$5,038);
Institutional Services Worker (Lead) (1KVF) (represented) from salary plan and grade TB5 1257 (\$4,939) to salary plan and grade TB5 1258 (\$5,506); and
Environmental Services Supervisor (1WHB) (represented) from salary plan and grade ZA5 1136 (\$4,381 - \$5,325) to salary plan and grade ZA5 1136 (\$4,983 - \$6,057).

FISCAL IMPACT:

Upon approval, this action will result in a total annual cost increase of approximately 154,863, which includes \$40,150 in pension cost. The increase to salary and benefit costs will be fully funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

The Health Services Department is requesting to establish the classifications of Food Service Worker (Generalist, Specialist, and Lead) for its Food and Nutrition Services Program located at the Contra Costa Regional Medical Center (CCRMC).

The Institutional Services Worker (Generalist, Specialist, and Lead) classifications were established in September of 1982 for positions in Environmental Services and Food Services at CCRMC. The need for two separate series of classifications is due to the difference in duties, responsibilities, and competencies in the Food Services and Environmental Services assignments, as well as the knowledge, skills, and abilities required in each assignment. The duties and responsibilities in the Food Services assignment range from routine work involved in food preparation and serving in the kitchen or cafeteria lines, as well as cleaning and sweeping in those areas. The duties and responsibilities in the Environmental Services assignment involve cleaning bathrooms, cleaning furniture and equipment, sweeping and vacuuming floors, moving furniture and equipment, and preparing minor equipment at CCRMC and its Health Centers.

In order to recruit for the Food Services positions, the Health Services Department is requesting the above-mentioned classifications be established and all Institutional Services Worker (Generalist, Specialist, and Lead) positions assigned to Food Services be reclassified to Food Service Worker (Generalist, Specialist, and Lead) positions.

In addition, we are reallocating the Institutional Services Aide, the Institutional Services Worker (Generalist, Specialist, Lead) series, and the Environmental Services Supervisor in order to assist with recruitment and retention efforts. The Food Service Worker (Generalist, Specialist, Lead) salaries will align with the Institutional Services Worker (Generalist, Specialist, Lead).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not be able to recruit for the required knowledge, skills, and abilities specific to Food Services, and will continue to rely on staff who are not appropriately classified. Additionally, the Institutional Services Worker series will continue to experience recruitment and retention issues.

ATTACHMENTS

P300 No. 25592 HSD

P300 No. 25592 - Attachment 1