



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: July 14, 2020

Subject: Add two Assistant Director of Health Services-Exempt positions and cancel two positions in the Health Services Department

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

ADOPT Position Adjustment Resolution No. 25620 to add two (2) Assistant Director of Health Services-Exempt (VCB1) positions at salary plan and grade level B82-1991 (\$9,735 - \$15,563); and cancel vacant Emergency Medical Services Director-Exempt (VAD2) position #8311 at salary plan and grade level B85-1926 (\$8,860 - \$10,770) and Director of Environmental Health Services-Exempt (VLD1) position #9637 at salary plan and grade level B85-2004 (\$9,572 - \$11,635) as soon as vacated in the Health Services Department. (Management Unrepresented/Exempt)

### **FISCAL IMPACT:**

There is an annual increased cost of \$159,236 with pension costs of \$40,605 already included. The cost is fully offset by Emergency Medical Services Program Fees and Measure H funds, and Environmental Health Services Program Fees.

### **BACKGROUND:**

The Health Services Department is requesting to add two Assistant Health Services Director-Exempt positions in order to appropriately align the classifications of senior leadership (division heads), and ensure recruitment and retention of highly knowledgeable

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/14/2020** ☒ 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: July 14, 2020

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

By: June McHuen, Deputy

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

cc:

senior management staff to plan, organize and direct major health service program divisions.

## BACKGROUND: (CONT'D)

The Emergency Medical Services Director-Exempt (\$10,770) directs, manages, and administers the activities of the Local Emergency Medical Services Agency (LEMSA) of Contra Cost County and provides leadership and coordination to the countywide emergency medical services system. The incumbent provides management and supervision of subordinate staff including those in the classification of Pre-Hospital Care Coordinator (\$12,367). This action will address the internal compaction and provide a more competitive recruitment to fill the role. The EMS Director retired in February of 2018 and the position has been vacant since.

The Director of Environmental Health Services-Exempt has responsibility for the overall management of all general programs in the Environmental Health Division and the work engagement of personnel in food safety, solid waste, sewage systems, land development and use, water systems, water-oriented recreation, bio-medical waste, body art, and health and sanitation conditions relating to housing and institutions. To offset the cost, the Department will cancel the soon-to-be vacant Director of Environmental Health Services-Exempt position #9637.

The increased cost is offset by cancellation of the program positions, program fees and Proposition H funds.

## CONSEQUENCE OF NEGATIVE ACTION:

The Department will not have ability to recruit and retain highly skilled division leaders in the Emergency Medical Services and Environmental Health Services divisions.

## ATTACHMENTS

P300-25620-Env. Health

P300-25620-EMS