



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: July 28, 2020

Subject: Transition One Public Health Nurse-Project Position into the Merit System and Increase the Hours of one Public Health Nurse and one RN Positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25617 to transition one Public Health Nurse-Project (VVX1) (represented) position #14610 and its incumbent into the Merit System classification of Public Health Nurse (VVXA) (represented) at salary plan and grade LT2 1832 (\$10,398 – \$12,985) and increase the hours from 12/40 to 20/40; increase the hours of one (1) Registered Nurse (VWXG) (represented) position #9965 from 20/40 to 24/40 at salary plan and grade L32 1880 (\$9,902 – \$12,367) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this item will have a total annual cost of approximately \$69,967.84 with \$27,133.53 in pension costs already included. (100% Communicable Disease General Fund)

BACKGROUND:

The Health Services Department is requesting to transition one Public Health Nurse-Project position #14610 and its incumbent into the Merit System classification of Public Health

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/28/2020** ☒ 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 28, 2020

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

By: June McHuen, Deputy

Contact: Lauren Ludwig, (925)
957-5269

Nurse. The incumbent

BACKGROUND: (CONT'D)

has met the provisions for transition from project to the merit system in accordance with PMR Section 1603.1 - Transfer of Project Positions. Section 1603.1 of the Personnel Management Regulations states that when the Board of Supervisors establishes as regular service a program initially established by the Board for a specific limited period as part of an approved project, employees who have served in Project positions for at least one (1) year shall be included in the merit system if the Director of Human Resources recommends such inclusion, the Board of Supervisor approves the classification and its addition to the merit system, and the employees were originally appointed to the project position(s) from an eligible list on an open competitive basis. The incumbent of position #14610 was appointed from an eligible list on an open competitive basis and has served more than one (1) year in that classification, having been appointed on April 1, 2016.

In addition, the Communicable Disease division recently had a Staff Nurse-Per Diem employee vacate their position – this employee had been working 12 hours per week. Rather than backfill the vacated Per Diem position, the department is instead requesting to increase the hours of position #14610 from 12/40 to 20/40, and position #9965 from 20/40 to 24/40; which will allow these two permanent positions to absorb the duties previously performed by the Staff Nurse-Per Diem.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the incumbent of position #14610 will not receive the benefits of being a Merit System employee, and the Communicable Disease program will not have appropriate staffing to provide necessary services.

CHILDREN'S IMPACT STATEMENT:

None

ATTACHMENTS

AIR 42400 P300 25617 Transition to Merit and Inc Hours