



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 5, 2021

Subject: Add one Administrative Services Assistant III Position and Cancel one Public Health Program Specialist II Position in Health Services Department

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

ADOPT Position Adjustment Resolution No. 25672 to add one Administrative Services Assistant III (APTA) (represented) position at salary plan and grade level ZB5-1631 (\$6,614-\$8,039) and cancel one vacant Public Health Program Specialist II (VBND) (represented) position #11982 at salary plan and grade level ZA5-1711 (\$7,159-\$8,702) in the Health Services Department.

### **FISCAL IMPACT:**

Upon approval, this action will have an annual cost saving of approximately \$12,283 with \$4,330 in pension costs already included. The current position is primarily funded by the department's County General Fund allocation.

### **BACKGROUND:**

Upon review of vacant positions within the Senior Nutrition Program, the department has determined the Administrative Services Assistant III classification is more appropriate than a currently vacated Public Health Program Specialist II (PHPS II) position. In 2017, the PHPS II position was back filling for some of the director's responsibilities but the current Director of Senior Nutrition does not require this assistance at the program specialist level.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **01/05/2021** ☒ 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 5, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:



### BACKGROUND: (CONT'D)

The department agrees that an Administrative Services Assistant III position is more appropriate for current staffing needs such as, conducting studies, preparing reports on departmental operations including procedures, workloads, space requirements, organizational structure, expenditures of funds, and types and effectiveness of equipment. One of the main responsibilities will be overseeing 20 to 30 contracts and subcontracts and managing the budgets of those agreements. In conjunction with the Director of Senior Nutrition, this position will assist with operational oversight of 20-25 Senior Centers that serve meals to seniors in need.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Senior Nutrition Program will not have adequate administrative support to gather and analyze data.

### ATTACHMENTS

P300 No. 25672 HSD