



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 19, 2021

Subject: Reassign one Public Health Program Specialist I-Project and one Account Clerk-Advanced Level positions in Health Services

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25677 to reassign Account Clerk-Advanced Level (JD TD) position #17873 and incumbent, and Public Health Program Specialist I-Project (VBS2) position #17872 from Department 0454 (Public Administrator) to Department 0463 (Health, Housing, and Homeless Services) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval of this action, an approximate annual salary and benefit cost of \$252,146 will increase in Department 0463 (Health, Housing, and Homeless Services) and decrease by \$252,146 in Department 0454 (Public Administrator). (100% cost neutral within the Health Services agency)

**BACKGROUND:**

The Department is requesting to reassign the two positions to the Health, Housing and Homeless Services as they were initially added to the Public Administrator Program in error. Consequently, HS Finance has been manually adjusting the positions' funding sources each month to the correct department budget org. The Public Health Program Specialist

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **01/19/2021** ☒ 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 19, 2021

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

I-Project position implements several programs including the Homeless Mentally Ill Outreach and Treatment, Housing Security Fund Administration, and CalWORKs Rapid Rehousing Program; and the Account Clerk-Advanced Level position supports the invoicing and procurement activities in the Health, Housing and Homeless Services.

CONSEQUENCE OF NEGATIVE ACTION:

These two positions will remain in the incorrect department and Health Services Finance staff will continue to manually adjust the funding sources each month which may lead to potential accounting errors.

ATTACHMENTS

P300 No. 25677 HSD