



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: November 16, 2021

Subject: Add one Director of Family, Maternal, and Child Health and one Administrative Services Assistant III positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25826 to add one (1) Director of Family, Maternal and Child Health position (VCFA) at salary plan and grade ZA5-1912 (\$8,997.44 - \$10,936.45) and one (1) Administrative Services Assistant III (APTA) position at salary plan and grade ZB5-1631 (\$6,812.18 - \$8,280.26) in the Health Services Department.(Represented)

FISCAL IMPACT:

Approval of this request would result in an annual salary and benefit cost increase of approximately \$386,463 with \$149,870 pension costs already included. Current General Fund allocations will support the increased costs, due to prior position adjustments that reassigned positions out of the Public Health Division.

BACKGROUND:

The Health Services Department is requesting to add one (1) Director of Family, Maternal and Child Health and one (1) Administrative Services Assistant III full-time position. The Family, Maternal and Child Health (FMCH) Programs have been without a Director for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/16/2021** ☒ 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: November 16, 2021

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

By: June McHuen, Deputy

Contact: Larita Clow, (925)
957-5244

cc: Larita Clow

over two years. In early 2019, prior to COVID, Public Health cancelled position #9550 Director of FMCH and added a position in the Director of Public Health Clinic Services classification. Shortly after the spring of 2020, the COVID Response Team had a need for

BACKGROUND: (CONT'D)

the Director of Public Health Clinic Services position to assume the lead role related to contact tracing and investigation and the position was subsequently transferred to support the on-going COVID response. It is important to note that this nurse director position is anticipated to be needed on an ongoing bases, as well as continuing to support of the COVID response.

Senior Leadership has decided to reinstate the Director of Family, Maternal and Child Health classification to provide a program-wide Director over the suite of FMCH programming. This role is responsible for directing the activities of the FMCH Programs, develops and implements program policies, monitors program performance, and allocates fiscal and personnel resources among the various programs (WIC, CCS, MCH).

In addition, it has been determined that the FMCH Programs would benefit from an Administrative Services Assistant III in order for the program managers to be better supported and able to focus on program planning and implementation. There are roughly 30 agreements (grants and subcontractors) under FMCH, all requiring administrative and fiscal oversight and frequent reporting. The ASA III would be responsible for budget formulation, control, and analysis to ensure grant requirements are met, as well as provide direction to day-to-day administrative problems. There are approximately 175 FTEs across the FMCH suite of programs. Each of the major programs (WIC, CCS, MCH) are distinct from one another and each with their own unique fiscal and administrative requirements.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, there will not be sufficient management staff properly allocated to FMCH and this will negatively affect program activities.

ATTACHMENTS

P300 No. 25826 HSD