



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: November 8, 2022

Subject: Add one Housing Services Coordinator and one Health Services Administrator - Level B positions in the Health Service Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26058 to add one (1) Housing Services Coordinator (VQHL) position at salary plan and grade ZA5-1699 (\$7,651 - \$9,300) (Org 5729), and one (1) Health Services Administrator - Level B (VANG) position at salary plan and grade ZB2-1323 (\$5,432 - \$8,901) (Org 5731) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this request has an annual cost of approximately \$367,928 with \$84,700 in pension cost included. The Housing Services Coordinator position (Org 5729) will be fully funded by the Housing & Urban Development (HUD) Grant and the Health Services Administrator – Level B position (Org 5731) will be fully funded by Homeless Crisis response dollars including Medi-Cal Administrative Activities reimbursements.

**BACKGROUND:**

The Health, Housing, & Homeless (H3) division has experienced significant growth in its administrative and management infrastructure. The department is requesting to add one Housing Services Coordinator and one Health Services Administrator - Level B position. In

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/08/2022** ☒ 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 8, 2022

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

By: June McHuen, Deputy

Contact: Larita Clow, (925)  
957-5244

order to continue to meet the objectives of the division, H3 needs additional administrative project management and support, as well as specialized housing services expertise that will oversee and administer the Measure X Homeless Crisis Response funds.

The Health Services Administrator - Level B position will be responsible for working skillfully with politics, procedures, and protocols across organizational levels and boundaries, ensuring that projects are on time, on budget, and achieve their objectives, providing system-level support to implement and manage interdepartmental collaborations within H3 to address homelessness in Contra Costa, and working to expand H3's community partnerships to help improve quality of life and minimize the risk of households entering the homeless system.

H3 has used a contracted Coordinated Entry Manager to provide specialized housing services expertise. The department has determined that a County position is needed to fulfill those services. The position will be responsible for, but not limited to providing information to clients, staff, and partner agencies regarding availability of housing of all types, assessing the need for an array of housing resources within Contra Costa County, and coordinating housing

BACKGROUND: (CONT'D)

services and homeless continuum of care for homeless populations including consumers of mental health and substance abuse services.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, these positions will not be properly allocated to H3 and will negatively affect program activities.

ATTACHMENTS

P300 No. 26058 HSD