



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: November 29, 2022

Subject: Cancel three Environmental Health Specialist II positions and add three Environmental Health Specialist III positions in the Health Services Dept

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26059 to cancel three (3) vacant Environmental Health Specialist II (VLVA) positions at salary plan and grade TC5-1759 (\$8,119 - \$9,869), and add three (3) Environmental Health Specialist III (VLNB) positions at salary plan and grade TC5-1001 (\$8,525 - \$10,362) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this request will have an approximate annual cost increase of \$27,014, with \$6,888 in pension cost included. The cost increase will be fully offset by Environmental Health Program Fees.

BACKGROUND:

The Contra Costa Environmental Health Services (EHS) division is charged to protect and promote the health of County residents through programs for safe food, water for drinking and recreation, and the sanitary management of wastes. It serves as a regulatory agency that provides oversight for businesses and property owners and a community resource for the general public.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/29/2022** ☒ 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 29, 2022

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

By: June McHuen, Deputy

Contact: Larita Clow, (925)
957-5244

In order to meet the needs of the community and enforce new legislation and ordinances, EHS is requesting to cancel three Environmental Health Specialist II positions and add three Environmental Health Specialist III positions. Since County ordinances and new legislation constantly affect the duties and responsibilities of the EHS Program, there is a current need for additional registered Environmental Health Specialist III positions in the Retail Food program. These positions will be responsible for, but not limited to, developing and writing policies and procedures for program implementation, analyzing and evaluating the effect of proposed legislation, writing proposals for available grants, and conducting extremely complex and difficult investigations. The Environmental Health Specialist II positions are currently vacant and no longer needed in the division at this time.

Adding the three additional Environmental Health Specialist III positions will allow EHS to continue to provide optimal service to County residents.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the Department will not have an adequate staffing structure for environmental health professionals, which may lead to non-compliance of regulatory standards and adversely impact the health and safety of County residents.

ATTACHMENTS

P300 No. 26059 HSD