

## STAFF REPORT

**BOARD MEETING DATE:** October 17, 2023

**CATEGORY:** Regular Calendar 13

**SUBJECT:** Approve an at-will employment agreement with James Mu, M.D., appointing Dr. Mu as the Shasta County Health Officer effective October 23, 2023, and establishing Dr. Mu's compensation at the C-step salary range (\$106.86 per hour/\$18,522 per month) and state related terms and conditions of employment.

**DEPARTMENT:** Support Services

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Monica Fugitt, Director of Support Services, (530) 229-8234

**STAFF REPORT APPROVED BY:** Monica Fugitt, Director of Support Services

<b><u>Vote Required?</u></b>	<b><u>General Fund Impact?</u></b>
Simple Majority Vote	No Additional General Fund Impact

### **RECOMMENDATION**

Approve an at-will employment agreement with James Mu, M.D., appointing Dr. Mu as the Shasta County Health Officer effective October 23, 2023, and establishing Dr. Mu's compensation at the C-step salary range (\$106.86 per hour/\$18,522 per month) and state related terms and conditions of employment.

### **DISCUSSION**

Due to the vacancy of the Shasta County Health Officer in May 2022 and pursuant to Shasta County Code section 2.28.070 as well as sections 101000, 101005, and 101010 of the California Health and Safety Code, it is necessary for the Board of Supervisors to appoint a Health Officer for Shasta County to complete mandated assignments and duties. The local health officer is responsible for signing birth and death certificates and is required to monitor and address other contributing factors impacting population health outcomes. They are also responsible for preventing the spread of contagious, infectious, or communicable diseases, to order quarantine when necessary, and enforce public health orders and ordinances of the board of supervisors, and other public health regulations and statutes required by state and/or federal law, among other duties.

The County conducted a continuous recruitment for the vacant position of Health Officer; Dr. Mu submitted an application and met minimum qualifications for the position. The County entered into negotiations to make an offer of employment, contingent upon Board approval of the recommended employment agreement to appoint Dr. James Mu, M.D., to the position of Health Officer. Dr. Mu is a local physician who has operated a private practice in Shasta County for approximately 30 years. Dr. Mu completed his undergraduate studies at University of California, Los Angeles, and obtained his professional degree in medicine at the Medical College of Wisconsin. He completed his Family Medicine Residency training at the Mercy Medical Center.

Due to his qualifications and experience, it is recommended the Shasta County Board of Supervisors approve the agreement appointing Dr. Mu as a Shasta County Health Officer effective October 23, 2023 and establish his compensation at the C-Step salary range (\$106.86 per hour/\$18,522 per month) for the position of Health Officer. The agreement also provides for reimbursement of specified education and certification expenses and allows for other standard benefits afforded to County employees.

**ALTERNATIVES**

The Board could choose not to approve the agreement or request to make changes to the provisions of the agreement. If the Board declines to take action on this item, the County will continue to be without a qualified individual to fill this critical role on a permanent basis.

**OTHER AGENCY INVOLVEMENT**

The agreement has been prepared by Support Services-Personnel. The agreement has been approved as to form by County Counsel and Risk Management. The County Administrative Office has reviewed the recommendation.

**FISCAL IMPACT**

The Health and Human Services Agency FY 2023-24 Adopted Budget includes sufficient appropriation authority for the activities described in this agreement. There is no additional General Fund impact from the recommended actions.

**ATTACHMENTS:**

1: Employment Agreement