



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: March 10, 2015

Subject: Add one Medical Records Technician and Cancel two Senior-Level Clerk positions

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21623 to add one (1) permanent full time 40/40 Medical Records Technician(VNTB) at salary level 3RX-1119 (\$3,138-\$4,007) and cancel two (2) vacant permanent full time 40/40 hour Clerk-Senior Level (JWXC) positions #9890 AND #11463 at salary level 3RX-1033(\$2,882-\$3,680) in the Health Services Department.(Represented)

**FISCAL IMPACT:**

If this action not approved, the department will not be able to fill the position, which will impact patients and providers receiving medical records in a timely matter and the department may it's lose accreditation.

**BACKGROUND:**

West County Health Centers Health Information Management Unit (WCHC HIM) is requesting to cancel two (2) Senior-Level Clerk positions in order to fill Medical Records Technician position # 7104 that was originally assigned to the Richmond Health Center Information Management Unit cost center 6515. The Richmond Health Center's Medical Records Technician position was upgraded to a Senior Medical Records Technician in May

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Mary N. Piepho, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

ABSENT: 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: March 10, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Shelanda Adams,  
925-957-5263

cc:

2011 and then filled. Due to a staff shortage

### BACKGROUND: (CONT'D)

at Contra Costa Regional Medical Center's Health Information Management Unit (CCRMC HIM), the employee in position #7104 at the Richmond Health Center has been working under cost center 6516 at CCRMC. As a result (WCHC HIM) cost center 6515 is missing one (1) permanent Medical Records Technician position. To fill the vacant Senior Medical Records Technician position at (WCHC HIM) the Director of Health Information Management is requesting to cancel two (2) vacant Clerk-Senior Level positions and add one (1) Medical Records Technician position.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action not approved, the department will not be able to fill the position, which will impact patients and providers receiving medical records in a timely matter and the department may it's lose accreditation.

### CHILDREN'S IMPACT STATEMENT:

Not applicable.

### ATTACHMENTS

P-300 #21623