



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: March 1, 2016

Subject: Add one Account Clerk Advanced Level position and cancel one vacant Collection Enforcement Officer II position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21831 to add one permanent full-time Account Clerk – Advanced Level (JD TD) at salary level 3RX-1133 (\$3,408 - \$4,353) and cancel one permanent full-time Collection Enforcement Officer II (SMVD) at salary level QV5-1304 (\$4,048 - \$4,920) position #14259 in the Health Services Department.
(Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost savings of \$10,008.76 with benefits, including pension cost savings of \$2,417.08.

BACKGROUND:

The Health Services Department's Patient Accounting Division is responsible for all of Health Services Patient Accounting. The majority of the Patient Accounting Division's

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/01/2016** ☒ 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
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 1, 2016

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

Contact: Melissa Carofanello -
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By: Chris Heck, Deputy

cc:

work load is completed by the Account Clerk classification series. There is already

BACKGROUND: (CONT'D)

an existing Collection Enforcement Officer II position and currently it has been determined there is not enough work or assignments to warrant the additional Collection Enforcement Officer II position in Patient Accounting which has been vacant since 2013. The Department has determined the need for an Account Clerk position is critical and is able to cancel the Collection Enforcement Officer II in its place.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Patient Accounting Unit will not have adequate staff to meet its financial and legal obligations.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21831