



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: March 29, 2016

Subject: Add one Health Plan Authorization Representative position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21842 to add one (1) Health Plan Authorization Representative (VRTA) position (\$3,361-\$4,293) in the Contra Costa Health Plan division of the Health Services Department. (represented)

**FISCAL IMPACT:**

Upon approval, the costs associated with this action will be approximately \$88,866 annually with benefits, including \$18,289 in pension costs. Costs will be funded by CCHP Enterprise Fund II. (100%)

**BACKGROUND:**

Contra Costa Health Plan's member population has increased substantially over the past year. Subsequently, its Pharmacy unit has seen an increase in workload of more than 25%. The unit's current staffing of three (3) permanent full-time Health Plan Authorization Representatives is not sufficient to accommodate the increased workload. Without additional staff, the Pharmacy unit could be in jeopardy of not meeting mandated timelines in processing Pharmacy authorization requests.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/29/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III 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 29, 2016

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

By: Chris Heck, Deputy

Contact: Kristen Cunningham,  
925.957.5267

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved and without additional staff, Contra Costa Health Plan's Pharmacy unit will not have adequate staffing to meet the mandated requirements of the Plan.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21842 HSD