



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: May 24, 2016

Subject: Increase hours of one permanent part-time position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21864 to increase the hours of vacant permanent Clerk-Specialist Level (JWXD) position #15953 from 28/40 to 40/40 at salary level 3RX-1156 (3,457-4,453) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in annual costs of approximately \$21,723, which includes approximate pension costs of \$5,691. The cost for the increase will be funded by the Hospital Enterprise Fund I.

BACKGROUND:

This position is allocated to the Health Information Management Unit in tumor registry and oncology record management. The Oncology management has transitioned into a computer database which requires a Clerk-Specialist fulltime position in the electronic information system and to provide clerical support to oncology physicians.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/24/2016** ☒ 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: May 24, 2016

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

By: Chris Heck, Deputy

Contact: Shelanda Adams,
925-957-5263

cc:

If this action not approved, the department will not be able to fill the position and will not have adequate staffing which will negatively impact patient care.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21864