



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: June 14, 2016

Subject: Add one Secretary - Advanced Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21868 to add one (1) Secretary - Advanced Level (J3TG) position (\$3,627-\$4,643) in the Contra Costa Health Plan division of the Health Services Department.

FISCAL IMPACT:

Upon approval, the costs associated with this action will be approximately \$95,038 annually with benefits, including \$19,779 in pension costs. Costs will be funded by CCHP Enterprise Fund II. (100%)

BACKGROUND:

A Secretary - Advanced Level position is needed to provide administrative support to the Case Management unit of the Contra Costa Health Plan (CCHP). Duties to include: taking minutes at meetings, handling/routing calls, scheduling meetings for the unit manager and director, timely processing of mandated Medi-Cal transportation benefits, and assisting with care coordination. Mandated requirements are for CCHP to follow up with members who were authorized transportation to verify transportation needs were met. Mandates also include ensuring authorizations have been received, appointments have been made in a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/14/2016** ☒ 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: June 14, 2016

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

Contact: Kristen Cunningham,
925-957-5267

By: Chris Heck, Deputy

cc:

timely fashion and appointments were attended by the member.

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21868 HSD