



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: September 13, 2016

Subject: Add and cancel and increase hours for positions in Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21926 to add one Mental Health Program Supervisor (VQHP) position at salary plan and grade level ZA5 – 1749 (\$6,541 – \$7,951), increase hours of part time Medical Social Worker II (X4VH) position #7638 at salary plan and grade level 255 – 1590 (\$5,373 – \$6,531) from 32 hours to 40 hours and its incumbent, and cancel one vacant Medical Social Services Director (X4HE) position #7633 at salary plan and grade level ZA5 – 1676 (\$6,085 – \$7,396) in the Health Services Department. (All represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$32,821 with estimated pension cost of \$7,926.37 already included. Costs will be 100% funded by Hospital Enterprise Fund I.

**BACKGROUND:**

The Health Services Department's Medical Social Services Program is requesting to add a full time Mental Health Program Supervisor for its In-Patient Social Services Program to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **09/13/2016** ☒ 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: September 13, 2016

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

Contact: Melissa Carofanello -  
melissa.carofanello@hsd.cccounty.us - 925-957-5248

By: Chris Heck, Deputy

cc:

provide direct supervision of the day-to-day

### BACKGROUND: (CONT'D)

activities of 13 Medical Social Workers, including documentation supervision, assisting with problem solving non-acute patients who have discharge barriers, and ensuring adequate coverage for all units of the hospital. The increased hours from 32 hours to 40 hours for Medical Social Worker II position assigned to the Emergency Services Department is an essential component for releasing patients in the Emergency Department. The more efficient the Medical Social Workers are with their discharge plans directly affects the ability for the Emergency Services Department to see more patients in a timely fashion. A full time Medical Social Worker II is necessary. The Department is cancelling the vacant Medical Social Services Director position #7633 as it no longer meets the operational needs of the Medical Social Services Program.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not be able to have the appropriate classifications, supervision and staffing levels for its Medical Social Services Program.

### CHILDREN'S IMPACT STATEMENT:

Not applicable.

### ATTACHMENTS

P300 No. 21926 HSD