



**Contra  
Costa  
County**

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

Subject: Add one (1) full-time position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21927 to add one (1) Administrative Services Assistant II (APVA) position at salary level and grade ZB5 1475 (\$4,986 - \$6,061) in the Health Services Department. (Represented).

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$121,078, with \$25,821.95 in estimated pension costs. The cost will be funded by 100% revenue offset (third party payors).

**BACKGROUND:**

The Health Services Department is requesting to add one (1) Administrative Services Assistant II position in the Finance division. The position will provide administrative support and will report directly to the Director of Patient Accounting. The position is assigned various administrative tasks in line with patient billing operations, prepare statistical reports, assist in coordinating special projects and system conversions, handle day to day operational management, purchasing and property control functions for the department. These duties and responsibilities are consistent with the Administrative

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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

By: Chris Heck, Deputy

Contact: 925-957-5240

cc:

Services Assistant II classification.

CONSEQUENCE OF NEGATIVE ACTION:

If action is not approved, it will continue to cause a very stressful situation for the Director of Patient Accounting handling the daily operational duties and special projects of the unit. No adequate support and supervision can be provided to the rest of the Patient Accounting team since all of the time spent is on administrative functions.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21927 HSD