



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: September 27, 2016

Subject: Add two (2) full-time positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21962 to add two (2) full-time Clerk - Experienced Level (JWXB) positions at salary level and grade 3RH 0750 (\$2,905 - \$3,605) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$155,507 with \$30,718 in estimated pension costs. The cost will be fully funded by Health Care Premiums.

BACKGROUND:

The Health Services Department is requesting to add two full-time Clerk - Experienced Level (JWXB) positions for the Contra Costa Health Plan. The department needs immediate support staff to cover provider and public phone lines, review and research claim status, and manually enter medical claims in addition to handling provider research, manually handle claim disputes, and answer tracer sheets.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will be unable to pay claims

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/27/2016** ☒ 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 27, 2016

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

By: June McHuen, Deputy

Contact: 925-957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

in a timely manner for network providers and the amount of interest will rise higher than the combined salary of two clerks. No adequate time and support can be provided to network providers calling in to check on claims due to not having enough staff on the team.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21962 HSD