



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: January 10, 2017

Subject: Add Eight (8) Health Services Information Technology Positions and Cancel Five (5) Positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22011 to add eight (8) positions in the Health Services Department:

- One (1) 40/40 – Administrative Services Assistant II (APVA) at salary level ZB5-1784 (\$6,771-\$9,074);
- One (1) 40/40 – Accounting Technician (JD7A) at salary level 3RX-1236 (\$3,925 - \$5,013);
- One (1) 40/40 – Health Services Clinical Systems Analyst I (LBVB) at salary level ZB5-2042 (\$8,742 - \$9,638);
- One (1) 40/40 - Health Services Clinical Systems Analyst II (LBTE) at salary level ZB5-2142 (\$9,652 - \$10,641);
- One (1) 40/40 – Health Services Information Systems Specialist (LBTB) at salary level ZB5-1541 (\$5,323-\$7,134);
- Two (2) 40/40 – Health Service Information Systems Programmer/Analyst (LBTC) at salary level ZB5-1787 (\$6,791 - \$9,101);
- One (1) 40/40 - Computer Operator II (LKVB) at salary level QS5-1166 (\$3,672 - \$4,463)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/10/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: January 10, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Jacqueline Kidd,
925-957-5240

cc:

And cancel five (5) vacant positions in the Health Services Department:

- One (1) 40/40 – Information Systems Assistant II (LTVH), position # 77118 at salary level 3R5-1005 (\$3,131 - \$3,806);
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RECOMMENDATION(S): (CONT'D)

One (1) 40/40 - Automated Call Distribution Coordinator II (LBNA), position # 16037 at salary level ZB5-1714 (\$6,318 – \$7,679);

- Two (2) 40/40 – Information Systems Specialist III (LTTA), position #15274 and position #16755 at salary level TB5-1541 (\$5,323 - \$6,470);
- One (1) 40/40 – Network Administrator I (LNSA), position #14583 at salary level ZA5-1694 (\$6,194 - \$7,529)

FISCAL IMPACT:

Upon approval, this action has an approximate annual cost of \$515,968, which includes estimated pension cost of \$183,162. Budgeted General Fund will be used to entirely offset the costs of these positions.

BACKGROUND:

The Health Services Information Technology Division is requesting to add eight (8) permanent full-time positions necessary to provide a more effective and efficient systems support in relations to the growth and development of ccLink Health Information Systems – one (1) Administrative Services Assistant II to support the Health Services Information Technology Director; one (1) Accounting Technician to monitor the financial documents; two (2) Health Services Information Systems Programmer/Analyst positions to continue servicing ccLink according to the post-live staffing models; one (1) Health Services Information Clinical Systems Analyst I to manage the growth responsibility focused on ccLink applications; one (1) Clinical Systems Analyst II who is responsible for planning, organizing and implementing the state of the art Electronic Health Record utilized throughout Health Services; one (1) Health Services Information Systems Specialist to provide information systems assistance to users of existing computer systems; and one (1) Computer Operator II to set-up, monitor and operate data processing equipment.

The Department is canceling five (5) vacant positions as they are no longer meeting the operational needs of the expanded ccLink health information systems.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Information Technology Division of the Health Services Department will not have adequate staffing to meet the demand and volume of patient care information for those we serve.

ATTACHMENTS

P300 No. 22011 HSD

P300 No. 22011 Attachment 1