



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: June 13, 2017

Subject: Add one Licensed Vocational Nurse position in the Health Services Department.

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22098 to add one (1) permanent full-time Licensed Vocational Nurse (VT7G) position at salary grade TAX-1287 (\$4,129-\$5,273) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$107,950 with an estimated pension cost of \$22,463 already included.

**BACKGROUND:**

Contra Costa Health Plan's Advice Nurse unit (AN) is requesting to add one Licensed Vocational Nurse (LVN) position to meet its accreditation call answer standards, and to assist in handling non-clinical calls in order to decrease the number of non-medical calls being answered by the unit and assist with member follow-up calls and lab calls as well as providers. In order to assist in decreasing the non-clinical calls to the AN queue, the AN unit will be giving patients the option to leave a message for non-clinical questions which will reduce the volume of calls to the AN unit.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **06/13/2017** ☒ 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: June 13, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Shelanda Adams,  
925-957-5263

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Advice Nurse Unit in Contra Costa Health Plan will not have adequate staffing to meet the demand and volume of patient care services.

ATTACHMENTS

P300 No. 22098 HSD