SLAL VI

Contra

Costa County

To: Board of Supervisors

From: Dianne Dinsmore, Human Resources Director

Date: December 12, 2017

Subject: Establish the classification of Surgery Scheduler and Reclassify a Position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22190 to establish the classification of Surgery Scheduler (J9TA)(represented); allocate it to the salary schedule at salary plan and grade 3RX 1157 (\$3,735 - \$4,770), and reclassify one (1) Clerk-Senior Level (JWXC)(represented) position #7353 at salary plan and grade 3RX-1033 (\$3,307 - \$4,223) and its incumbent to he Surgery Scheduler (J9TA)(represented) classification at salary plan and grade 3RX 1157 (\$3,735 - \$4,770) in the Health Services Department.

FISCAL IMPACT:

If this action is approved, there is an annual cost of approximately \$9,368 which includes pension cost of \$2,262. The cost is entirely offset with Hospital Enterprise Fund I revenue.

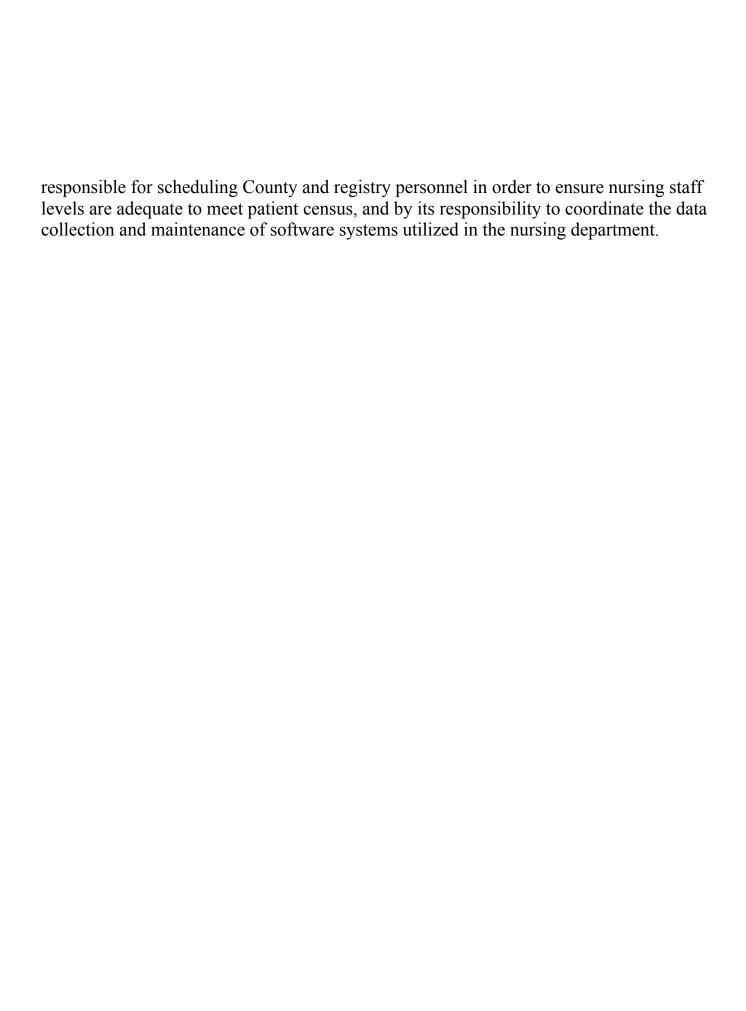
BACKGROUND:

The Health Services Department is requesting to establish the classification of Surgery Scheduler at the Contra Costa Regional Medical Center. This position performs duties solely focused on scheduling surgeries and achieving optimal usage of operating rooms;

✓ APPROVE	OTHER
RECOMMENDATION OF CNTY ADMINISTRATOR	RECOMMENDATION OF BOARD COMMITTEE
Action of Board On: 12/12/2017 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: December 12, 2017 David Twa, County Administrator and Clerk of the Board of Supervisors
Contact: JACQUELINE KIDD,	By: June McHuen, Deputy

cc: Jacqueline Kidd

925-957-5240



BACKGROUND: (CONT'D)

Over the years, the responsibilities of this position grew from those duties related to the registration and/or reimbursement process for patients, to those of record and database development and maintenance regarding surgery schedules, along with backup logs pertaining to pending patient surgeries. The Department has relied solely on the Clerk-Senior Level to assume the responsibility to explain, verify and /or clarify information necessary in the completion of medical forms; optimize operating room usage through effective "block scheduling". Hence, the Department is requesting to reclassify position #7353 and its incumbent who has been performing the higher level duty and needs to be appropriately classified and compensated.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have adequate staffing to meet the demand and volume of patient care and scheduling of surgeries at the Contra Costa Regional Medical Center, and the incumbent will not be appropriately classified and compensated.

ATTACHMENTS

P300 #22190 - Establish Surgery Scheduler