



**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 be 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

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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,
925- 957-5240

By: June McHuen, Deputy

responsible for scheduling County and registry personnel in order to ensure nursing staff levels are adequate to meet patient census, and by its responsibility to coordinate the data collection and maintenance of software systems utilized in the nursing department.

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