



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 26, 2017

Subject: Add one permanent full-time Administrative Services Assistant II position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22140 to add one (1) full-time Administrative Services Assistant II (APVA) (represented) position at salary plan and grade ZB5 1475 (\$5,136-\$6,243) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an approximate annual cost of \$105,460 with estimate pension costs of \$21,862 included. The increased cost will be funded 100% by CCHP member premiums.

BACKGROUND:

The Contra Costa Health Plan's Quality Program is requesting to add one permanent full-time Administrative Services Assistant II position. The Health Plan has been deficient in meeting monthly mandated reporting deadlines during the exit interview in our most recent audit by the State Department of Health Services. The State Department of Health Services audit indicated a deficiency in reporting over and underutilization as well as analysis of the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/26/2017** ☒ 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

ABSENT: 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 26, 2017

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

By: June McHuen, Deputy

Contact: Shelanda Adams, (925)
957-5263

outcomes of the Health Plan's various Quality Improvement Projects. This position will report to the Director of Quality Management but will also be responsible for reporting required by the Utilization Management and Case Management units as well. The Administrative Services Assistant II will be responsible for all reports for the Department of Health Care Services, Department of Managed Health Care Centers and for Medicare & Medicaid Services and National Committee for Quality Assurance audits.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Contra Costa Health Plan's Quality Program will not have the required classification to create and maintain monthly mandated report deadlines.

ATTACHMENTS

P300 No. 22140 HSD