



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: October 17, 2017

Subject: Establish the Classification of County Compliance and HIPAA Privacy Officer-Exempt and Add One Full-Time Position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22169 to establish the classification of County Compliance and HIPAA Privacy Officer-Exempt (AJD2) at salary plan and grade level B85 1973 (\$8,405 - \$10,216) and add one (1) full-time position in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$27,465 with pension costs of \$6,632 already included. This cost will be fully offset with Hospital Enterprise Fund I revenue.

**BACKGROUND:**

Per the Board Resolution adopted on April 9, 2003, the Board of Supervisors designated Contra Costa County as a hybrid entity for purposes of complying with the Health Insurance Portability and Accountability Act (HIPAA) as multiple County departments are affected. The Board also assigned the HIPAA Privacy Officer in Health Services to oversee HIPAA

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **10/17/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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: October 17, 2017

Contact: Jo-Anne  
Linares, (925) 957-5246

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

By: , Deputy

compliance within affected areas throughout Contra Costa County.

The Department is requesting to establish the classification of County Compliance and HIPAA Privacy Officer-Exempt and add one position. This classification will combine the Health Services Department's Compliance Officer and the County's HIPAA Privacy Officer positions into one. The incumbent to the position will develop, administer and manage the County's overall privacy

#### BACKGROUND: (CONT'D)

program to ensure and maintain the County is in compliance with federal and state laws related to privacy, security, confidentiality, and protection of information resources and health care information. The County Compliance and HIPAA Privacy Officer will also administer a county-wide privacy training program and serve as the primary contact to receive and direct concerns to the appropriate stakeholder for investigation and resolution.

The Department is requesting to exempt this classification from the Merit System due to its high level of authority and directly reporting to the Health Services Director.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there is not an appropriate classification to ensure the County's HIPAA standards are in compliance with federal and state regulations.

#### CHILDREN'S IMPACT STATEMENT:

#### CLERK'S ADDENDUM

*A meet and confer meeting will be held with the union. This matter is **RELISTED** to a future date uncertain.*

#### ATTACHMENTS

P300 No. 22169 HSD