



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: January 9, 2018

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 compliance within affected areas throughout Contra Costa County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/09/2018** ☒ 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: January 9, 2018

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

By: June McHuen, Deputy

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

cc:

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 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.

BACKGROUND: (CONT'D)

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:

No impact.

ATTACHMENTS

P300 22169_Est class of County Compliance and HIPAA Privacy Offr and Add 1 PN in HSD