



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: June 26, 2018

Subject: Add Clerk – Senior Level position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22250 to add one permanent full-time Clerk-Senior Level (JWXC) (represented) position at salary plan and grade 3RX-1033 (\$3,307 - \$4,223) in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$89,436 with pension costs of \$17,992 already included. The cost will be funded 100% by Mental Health Realignment.

**BACKGROUND:**

The department is requesting to add one permanent full-time Clerk-Senior Level position in the Behavioral Health Division's Provider Services Unit. This position will track disallowances, create disallowance reports, correct errors in the billing system, communicate and work with mental health plan providers (County and contracted), as well as other departments such as Information Technology, Patient Accounting, Finance and Utilization Review. This position will also be involved with processing and tracking data from staff credentialing and privileging packets. Clerk-Senior Level is the appropriate classification to perform these duties.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/26/2018** ☒ 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: June 26, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares  
925-957-5246



**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Behavioral Health Division will not have adequate staff to efficiently address billing disallowances and track credential packets necessary to be in compliance for State Medi-Cal and Contra Costa Mental Health Plan.

**ATTACHMENTS**

P300 22250 Add Clerk Sr Lvl to HSD