



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: September 11, 2018

Subject: Add one Administrative Services Assistant III position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22281 to add one (1) permanent full-time Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5-1631 (\$6,174-\$7,504) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an approximate annual cost of \$143,461 with pension costs of \$31,039 included. The increased cost will be funded by the Hospital Enterprise Fund I.

BACKGROUND:

The Health Services' Finance Unit is requesting to add one permanent full-time Administrative Services Assistant III position to provide administrative support to the County Compliance and HIPAA Privacy Officer, and to the Fiscal Manager. Duties and responsibilities will include gathering and analyzing privacy data, recommending solutions to administrative problems, interpreting federal and state privacy and compliance regulations, and developing/writing internal and external documents used for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/11/2018** ☒ 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: September 11, 2018

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

By: June McHuen, Deputy

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

communicating with patients, regulatory agencies, the Auditor-Controller, and the County Administrator.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Health Services Finance will not have adequate administrative support for the County Compliance and HIPAA Privacy Officer, and Fiscal Manager, which may impact the County's ability to respond to state and federal inquiries by the required timelines.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 #22281 - Add Administrative Services Assistant III in HSD 9-2018.doc