



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: July 10, 2018

Subject: Add one Health Services Reimbursement Accountant position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22312 to add one (1) Health Services Reimbursement Accountant position (VCTA) at salary plan and grade ZA5-1854 (\$7,475 - \$10,017) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, there is an increased annual cost of approximately \$191,646 which includes pension costs of \$42,675. The entire cost is 100% funded within the department's budgeted General Fund allocation.

**BACKGROUND:**

The Health Services Department is requesting to add a Health Services Reimbursement Accountant position allocated to Health Services Finance due to the increased complexity of cost claiming, time studies, and audit protocols related to Medi-Cal reimbursement within the Public Health Division. Duties and responsibilities of this position include performing complex financial reimbursement work including preparing reimbursement reports to governmental bodies such as Medi-Cal, Medicare, and Medical-Cal Administrative Activities-Targeted Case Management. Typical tasks include maintaining the necessary

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **07/10/2018** ☒ 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: July 10, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,  
(925) 957-5240

cc:

financial and statistical data required for the preparation of reimbursement reports, rendering technical advice and providing assistance to Public Health managers in areas which impact reimbursement by third party payers.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there is not adequate staff in Health Services Finance to perform the complex reimbursement accounting work which impacts financial costs/reimbursements.

ATTACHMENTS

P300 #22312 - Add one HS Reimbursement Accountant in HSD Finance