



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 9, 2018

Subject: Add one Medical Staff Coordinator position and cancel one Clerk-Senior Level position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22352 to add one (1) full-time Medical Staff Coordinator (VASC) position at salary plan 3R5 1246 (\$4,217 - \$5,126) and cancel one (1) vacant Clerk - Senior Level (JWXC) position #7070 at salary plan and grade level 3RX 1033 (\$3,406 - \$4,350) in the Health Services Department (Represented).

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$14,378.86 and \$3,545.14 in pension cost already included. The cost will be funded by 100% Song-Brown Grant funds.

BACKGROUND:

The Health Services Department is requesting to add one full-time Medical Staff Coordinator (VASC) position and cancel one vacant Clerk - Senior Level position. The workload in the Residency Office has increased dramatically from 2010 to 2018 with an increase in the regulatory requirements. These requirements have recently led to the Residency Office hiring additional Medical Staff physicians as faculty who will each take a primary leadership role in the program under the director, Dr. Kristin Moeller. In addition,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/09/2018** ☒ 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: October 9, 2018

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

By: June McHuen, Deputy

Contact: Abigail O'Connor,
925-957-5240

cc:

to the new leaders and the increased workload expected of the office staff, there have been increased requirements for supporting our thirty nine (39) resident physicians (which is one of the largest

BACKGROUND: (CONT'D)

and most respected Family Medicine Residency programs nationally). The most pressing need in the residency office is the role of the residency clinic scheduler. The primary duties of this role entail creating, managing and maintaining schedules for the thirty nine resident physicians, as well as, supporting the schedules for their supervising/teaching physicians. The work requires an individual with experience in managing specialized physician schedules as is a Medical Staff Coordinator.

The primary responsibility of this position is essential to meeting both regulatory requirements and patient care needs via our resident physicians' continuity clinics, and it is critical to maintain this role in order to minimize clinic cancellations.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be sufficient staff in the Residency Office which will negatively impact the deliverable regulatory requirements for supporting the thirty nine resident physicians.

ATTACHMENTS

P300 22352_Add Medical Staff Coordinator 40-40 and Cancel Clerk - Senior Level 40-40 Position #7070