



**Contra
Costa
County**

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

Subject: Add one Clerk-Senior position and cancel one vacant Medical Records Technician position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22355 to add one (1) permanent full-time Clerk-Senior Level (JWXC) position at salary plan and grade level 3RX-1033 (\$3406-\$4350) and cancel one vacant Medical Records Technician (VNTB) position #13363 at salary plan and grade level 3RX-1119 (\$3,709-\$4,736) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost savings of \$7,166 with pension cost of \$4,777. This is a salary savings to the Mental Health Services Act Innovation fund.

BACKGROUND:

The Health Services Department is requesting to add one Clerk-Senior Level position and cancel one vacant Medical Records Technician position #13363 in East County Children's Clinic within Behavioral Health Division. With the advantages of technology and the recent implementation of the new electronic health record ccLink system, paper charting have become obsolete. The specialized skill of a Medical Records Technician is no longer necessary as the level of work can be appropriately assigned to a Clerk-Senior Level

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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: Sabrina Pearson,
925-957-5240

cc:

position. Utilization of Clerk-Senior Level will provide the department the ability to assign a broader range of clerical duties such as document scanning, processing client information requests and providing

BACKGROUND: (CONT'D)

coverage in a public reception areas. In addition to salary savings, this action will result in an increase in flexibility for the department to assign clerical duties.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will prevent the East County Children's Clinic from experiencing a cost savings and will limit the ability to assign the correct level of work to the appropriate class.

ATTACHMENTS

P300 22355 Add 1 Clerk-Sr. Lvl and Cxl 1 Med Records Tech