



Contra  
Costa  
County

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

Subject: Add one Administrative Services Assistant III position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22358 to add one Administrative Services Assistant III (APTA) position at salary plan and grade level ZB5-1631 (\$6,174-\$7,504) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this request has an annual cost of \$156,556 with pension costs of \$34,290 already included. This cost is fully funded by Mental Health Realignment.

**BACKGROUND:**

The Health Services Department is requesting to add one Administrative Services Assistant III position in the Provider Services Unit within Behavioral Health Division. Provider Services is a compliance unit responsible for Medi-Cal certification/re-certification of county-owned and operated programs, including all mental health clinics for children, transitional aged youth, adults and older adults.

The primary duties and responsibilities of the new position will include coordinating the re-credentialing of all active providers for the Contra Costa Mental Health Plan and

☒ 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: Sabrina Pearson,  
925-957-5240

cc:

updating/maintaining provider

BACKGROUND: (CONT'D)

information in the ShareCare system for billing purposes. The incumbent will act as a liaison between Provider Services Unit and all mental health professionals, including psychiatrists, registered nurses, psychiatrists nurse practitioners and peer providers in the county and contractors to collect update and maintain required data for Network Adequacy Certification of Mental Health Plan.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Behavioral Health Division Provider Services will not be properly staffed and run the risk of losing credentialing for Mental Health providers.

ATTACHMENTS

P300 22358 Add ASA III in HSD