



Contra
Costa
County

To: Board of Supervisors

From: Anna Roth, Health Services

Date: December 18, 2018

Subject: Add One Clerk-Experienced Level Position in Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22396 to add one permanent full-time Clerk-Experienced Level (JWXB) position at a salary plan and grade level 3RH-0750 (\$3,082-\$3,824) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$88,351 with \$17,474 in pension costs already included. The cost is funded 100% by Mental Health Realignment.

BACKGROUND:

The Health Services Department is requesting to add one permanent full-time Clerk-Experienced Level position allocated to its Provider Services Unit. During the last several months, Behavioral Health Division has experienced a number of major changes which has resulted in an increased workload, to include in the Provider Services Unit. For example, the State Department of Health Care Services is requiring counties to implement Network Adequacy Standards which requires the unit to maintain a Provider Directory which is provided to the state on a quarterly basis. Additionally, the Behavioral Health

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/18/2018** ☒ 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: December 18, 2018

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

By: June McHuen, Deputy

Contact: (925)-957-5263

cc:

Division recently

BACKGROUND: (CONT'D)

implemented a new billing system software. The previous system allowed scanning of provider information into the system, but the new program does not have this functionality, necessitating manual entry. Provider Services has been using a temporary clerk to fulfill these duties, but as additional workload will be ongoing, this increases the need for a permanent position.

The primary duties of the new position includes data entry into various databases, including the new billing system; maintaining, editing and distributing the Provider Directory; updating the Directory on the County Website on a monthly basis; tracking all provider requests to ensure that they are fulfilled; tracking all credentialing requests; maintaining conference room schedules and other related duties as required.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Provider Services Unit will not have adequate clerical staffing to maintain and support the unit as well as not being able meet the requirements set forth by the State.

ATTACHMENTS

P300 22396: Add 1 Clerk Senior Level in HSD_12-18-18