



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: February 12, 2019

Subject: Increase hours of one vacant Clerk - Senior Level position and decrease hours of one vacant Clerk - Senior Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22425 to decrease eight (8) position hours from vacant part-time 32/40 hour Clerk - Senior Level (JWXC) position #15692, at salary plan 3RX-1033 (\$3,406 - \$4,350), to 24/40, and increase by eight (8) position hours vacant part-time 32/40 Clerk - Senior Level (JWXC) position #8535, at salary plan 3RX-1033 (3,406- \$4,350), to full-time, in the Health Services Department. (represented)

FISCAL IMPACT:

There is no fiscal impact as the net FTE change of these positions in the same classification is zero and both positions are vacant funded positions in the Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to reassign eight (8) hours from vacant Clerk - Senior Level position #15692 currently at 32/40 hours to vacant Clerk - Senior Level (JWXC) position #8535 currently at 32/40 hours. The Department has identified a need for a permanent full time position (position #8535) as the workload in the Ambulatory Care Registration has increased dramatically since the implementation of the Electronic Health System in July 2002. To

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/12/2019** ☒ 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: February 12, 2019

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

By: Jami Napier, Deputy

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

cc:

BACKGROUND: (CONT'D)

ensure quality assurance and regulatory requirements are met, the full-time position will work closely with the Clerical Supervisor, Registration Manager, Patient Accounting, Financial Counselors, Hospital Management and other staff. This position will be responsible for interviewing patients face-to-face to obtain demographic and financial information that is essential to registering the patient into the billing system, prior to their visit as needed. The position will also be responsible for answering the hospital switchboard, numerous alarms and codes in the Communication Center as needed. The Department has also identified a need for a 24/40 hour position (position #15692) located at the Miller Wellness Center to provide shift coverage for Thursday, Friday, and Saturday services. Currently, there is only coverage for Monday, Tuesday, and Wednesday services.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be sufficient staff hours in the Registration department, which will impact daily deliverable regulatory requirements when registering patients.

ATTACHMENTS

P300 No. 22425 HSD