



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: June 8, 2021

Subject: Add one Environmental Services Manager position and one Medical Records Technician position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25755 to add one (1) full-time Environmental Services Manager (1WDB) position at salary plan and grade level ZA5-1603 (\$6,432.92 - \$7,819.26) and one full-time Medical Records Technician (VNTB) position at salary plan and grade level 3RX-1119 (\$3,973.36 - \$5,074.15) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$271,065 with pension costs of \$60,000 already included. (100% Hospital Enterprise Fund I)

BACKGROUND:

The Health Services Department is requesting to add one full-time Environmental Services Manager position allocated to the Contra Costa Regional Medical Center. This position is responsible for the overall direction and supervision of environmental services staff in a 24/7 operation assigned to maintain over 300,000 square feet of hospital, clinical and administrative space on the hospital campus. Duties and responsibilities include establishing and administering work standards and procedures to ensure a high degree of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/08/2021** ☒ 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: June 8, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

sanitation, cleanliness and orderliness in the hospital, clinics, office and grounds to meet regulatory compliances and provide a safe

BACKGROUND: (CONT'D)

environment for patients, staff and visitors.

The Medical Records Technician position is allocated to the West County Health Center in San Pablo to perform all aspects of Health Information Management functions specifically to maintain compliance and meet deadlines with the release of patient health information, patient identity activities and legal requirements. Duties and responsibilities include scanning documents and records for use in patient care and health decision making, responding to patient inquiries, civil and federal court subpoenas, and medical oversight boards; preparing and furnishing records for regulatory audits, and processing forms for benefits and services for medical providers. The West County Health Center is one of the larger clinics in the County' health care system.

CONSEQUENCE OF NEGATIVE ACTION:

Without sufficient staff, the department runs the risk of not meeting regulatory requirements in both the hospital and West County Health Center.

ATTACHMENTS

P300 No. 25755 HSD