



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 19, 2021

Subject: Add one Clerical Supervisor position and cancel vacant Medical Records Administrator position #8006 in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25819 to add one Clerical Supervisor (JWHF) position at salary range and level K6X-1290 (\$4,847 - \$6,190) and cancel vacant Medical Records Administrator (VNHB) position #8006 at salary range and level ZA5-1487 (\$5,906 - \$7,179) in the Health Services Department. (Represented)

FISCAL IMPACT:

This action has an annual cost savings of approximately \$18,055 with pension costs of \$7,002 already included, to the Hospital Enterprise Fund I.

BACKGROUND:

The Health Services Department is requesting to add the Clerical Supervisor position allocated to its Health Information Management (HIM) in West County Health Center. This position will provide first level supervision to oversee the day-to-day clerical functions and supervise the HIM staff. The vacant Medical Records Administrator position is a 2nd-level supervisor and is no longer operationally needed as the Clerical Supervisor is the more appropriate classification. The MRA position is being canceled to offset the costs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/19/2021** ☒ 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: October 19, 2021

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
957-5240

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Information Management unit at West County Health Center will not have the appropriate classification to supervise its clerical functions.

ATTACHMENTS

P300 No. 25819 HSD