



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: November 16, 2021

Subject: Cancel One Eligibility Worker III position and add one Health Services Administrator - Level B position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25827 to cancel one (1) Eligibility Worker III (XHTB) position #6736 at salary plan and grade 255-1334 (\$5,075.66 - \$6,169.49) and add one (1) Health Services Administrator - Level B (VANG) position at salary plan and grade ZB2-1323 (\$5,173.51 - \$8,477.40) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this request will result in an approximate annual salary and benefit cost increase of \$42,118, which includes \$16,334 in pension cost. The cost increase will be primarily covered by Federal and State matching grants. (65% Federal, 25% State, 10% County General Fund)

BACKGROUND:

The Health Services Department is requesting to cancel one vacant (1) Eligibility Worker III (XHTB) position #6736 and add one (1) Health Services Administrator - Level B (VANG) position. Since 2018, the County California Children's Services (CCS) program has been subject to additional mandates to perform services that were previously completed at the State level. This position would provide the necessary additional support and management

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/16/2021** ☒ 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: November 16, 2021

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

By: June McHuen, Deputy

Contact: Larita Clow, (925)
957-5244

cc: Larita Clow

for a successful organizational structure, and to allow for a breadth and depth of leadership to maintain these critical

BACKGROUND: (CONT'D)

functions of their program serving the most vulnerable infants, children and youth in our community. This role is specifically related to health administration and would be best served with someone in this field (utilization review, HIPAA compliance, medical records databases, physical therapy, health insurance, clinics, etc). There is a high level of administrative program management work to be performed where personnel matters and managing the program will be handled.

This position would provide direct support to the CCS Program Administrator to help oversee 75 employees in six locations; one administration office and five Medical Therapy units (both personnel administrator and program management), assess programmatic organizational needs, improve processes, personnel transaction tracking, contracts and grants tracking and oversight, including non-monetary agreements such as access to EPIC and SutterLink medical records; attend quarterly state meetings to represent the department, understand overall operations and oversight of special projects (one being to oversee shifting all paper documentation to electronic). This position would also work with three budgets (two state and one county). The budget will include performance measures, state requirements, auditing of data and quality assurance; and create desk procedures for the new California Advancing and Innovating Medi-Cal (CalAIM), oversee accounting, spending, budget tracking, and increase connection with Finance.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, this administrative management position will not be properly allocated to California Children's Services and will negatively affect program activities.

ATTACHMENTS

P300 No. 25827 HSD