



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: September 20, 2022

Subject: Add One Clerical Supervisor Position and Cancel Two Clerk-Senior Level Positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26029 to add one (1) full-time Clerical Supervisor (JWHF) position at salary plan and grade K6X-1290 (\$5,090 - \$6,500) and cancel two (2) vacant Clerk-Senior Level (JWXC) positions #9659 and #8187 at salary plan and grade 3RX-1033 (\$3,946 - \$5,040) in the Health Services department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost saving of approximately \$83,205 with \$32,267 in pension cost already included. Cost savings will be in the Hospital Enterprise Fund I.

BACKGROUND:

The Health Information Management unit is HIPAA enforced and patient-driven delivery program that handles inpatient, outpatient, and detention Release of Information (ROI) of Protected Health Information (PHI). The unit must provide a safe and secure service of delivering and releasing PHI and Electronic Protected Health Information (ePHI) to ensure information exchange for clinical, legal, financial/billing purposes, and personal needs are met in a timely manner. Due to an increased volume of record requests from the unit, the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/20/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Diane Burgis, District III
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: September 20, 2022

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

By: June McHuen, Deputy

Contact: Sihina Tatum, (925)
431-2535

Clerical Supervisor will provide guidance, support, and training to their subordinates, update clerical processes, review and approve timesheets, and reduce the span of control to allow better supervision of the unit. This will allow the manager(s) to focus their time on higher and more complex responsibilities that the County is encountering.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, there will not be sufficient staff to provide oversight to the growing Medical Records team.

ATTACHMENTS

P300 No. 26029 HSD