



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: January 25, 2011

Subject: P300 #20854 Add 1 Clerk - Exp Level Position and 1 Patient Financial Services Specialist and cancel Health Services Administrator C

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 20854 to add one (1) Clerk Experienced Level (JWXB) (represented) position at salary level 3RH 0750 (\$2682.14 - 3327.84); add one (1) Patient Financial Services Specialist (V9VB) (represented) position at salary level 3RX 1176 (\$3414.53-4360.49); and cancel one (1) Health Services Administrator C (VANH) (represented) position # 8715 at salary level ZB2 1723 (\$6061.97 - \$7759.83) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$16,927 including annual pension cost of \$1212. Funding available through the reduction of two temporary positions.

BACKGROUND:

These positions are needed to provide support to the employees in the Patient Financial Services Unit in the Mental Health Division. Currently, temporary employees are performing in this capacity but have reached their maximum allowable hours and must be let go. The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/25/2011** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Gayle B. Uilkema, District II Supervisor
Mary N. Piepho, 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: January 25, 2011

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

Contact: Terrina C. Manor, Health Services (925) 957-5248

By: EMY L. SHARP, Deputy

BACKGROUND: (CONT'D)

clerk position is the only clerical support for a unit of 10 employees. Duties of the position include: screening clients prior to opening at the Childrens' Clinics to ensure they do not have private insurance and checking for linkages to Medi-Cal; working the out-of-county Medi-Cal report; screening the clients that were seen at CSU the day before for insurance and Medi-Cal; maintaining the data base for eligibility verifications; processing the medication billing for the clients at the Crestwood facilities; answering the outside line, and providing back up for the Access line. The Patient Financial Services Specialist position is needed to help consumers in attaining and retaining benefits that cover the cost of Mental Health Services. Duties of the position include: Interviewing patients to identify sources of payment on accounts including possible eligibility for various programs; assisting patients in the completion of applications for various health coverage programs; and educating patients regarding available options to reimburse the County for health care services. The HSA - C position is vacant and no longer needed. It is being cancelled to help offset the cost of these two new positions.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this action could result in diminished productivity of the unit which will affect the ability of Mental Health to receive reimbursement for services provided.

ATTACHMENTS

P-300 #20854