



Contra  
Costa  
County

To: Board of Supervisors  
From: Ted Cwiek, Human Resources Director  
Date: January 11, 2011

Subject: P300 #20881 Add one Patient Financial Services Specialist position in the Health Services Department.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No 20881 to add one (1) full-time Patient Financial Services Supervisor (V9HE) (represented) position at salary level K65 1411 (\$4,320.24 - \$5,251.28) in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost of approximately \$103,299, including pension costs of \$21,047 and will be fully funded with Coverage Initiative Revenue.

**BACKGROUND:**

This position will be assigned to the Financial Counseling Division and is needed to address increased workload issues due to the ever growing number of patients. Currently, there are only 2 supervisors for a staff of over 30. This additional position will reduce the span of control allowing for better oversight of the division. Duties of the new position will include: planning, delegating, and reviewing work of subordinate staff; developing work schedules and scheduling personnel; and collecting statistical data for evaluation

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **01/11/2011** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes: DISTRICT IV - SEAT VACANT

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Gayle B. Uilkema, District  
II Supervisor  
Mary N. Piepho, District III  
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 11, 2011

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

By: EMY L. SHARP, Deputy

Contact: Terrina Manor,  
957-5248



BACKGROUND: (CONT'D)

of effectiveness of program and workload.

CONSEQUENCE OF NEGATIVE ACTION:

If the recommendation is not approved, services may be adversely impacted.

ATTACHMENTS

P-300 #20881