



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: January 18, 2011

Subject: Add one Health Services Administrator - B position and one Medical Social Worker I position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 20882 to add one (1) Health Services Administrator - B (VANG) (represented) full time position at salary level ZB2 1323 (\$4079.53 - \$6362.67) and add one (1) Medical Social Worker I (X4WB) (represented) full time position at salary level 255 1369 (\$4144.27 - \$5037.38) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$222,262, including pension costs of \$45,691, and will be offset by the elimination of a contract with Med Assurant as well as the elimination of a County temporary employee in the class of Health Services Administrator - B.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/18/2011** ☒ 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 18, 2011

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

By: EMY L. SHARP, Deputy

Contact: Terrina C. Manor,
957-5248

BACKGROUND:

Both of these positions will be assigned to the Quality Management unit of the Health Plan. The Health Services Administrator B position will be responsible for coordinating activities related to annual Healthcare Effectiveness Data and Information Set (HEDIS) data gathering, submission and analysis, determining resource needs, scheduling and tracking office and clinic visits for HEDIS chart review, auditing data for accuracy, performing data analysis, and seeking process improvement opportunities. The Medical Social Worker I position will be responsible for performing members health care needs evaluations and facilitating patient progress through the health care system, performing chart review in support of quality improvement initiatives, developing materials to support quality improvement interventions, and surveying members and providers in support of quality improvement initiatives.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, services may be adversely affected.

ATTACHMENTS

P-300 #20882