



**Contra
Costa
County**

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

Subject: P300 #20883 Add and Cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No 20883 to add one (1) permanent full-time Senior Medical Record Technician (VNTD) (represented) position at salary level 3RX 1192 (\$3,469.05 - \$4,430.127) and cancel one (1) vacant permanent part-time (20/40) Medical Record Technician (VNTB) (represented) position #7204 and cancel one (1) Clerk-Experienced Level (JWXB) (represented) position #13975 in the Health Services Department.

FISCAL IMPACT:

There is an annual cost savings of approximately \$28,376.00 associated with this personnel action.

BACKGROUND:

The Health Services Department is requesting to add one permanent full-time Senior Medical Record Technician position and cancel vacant permanent part-time (20/40) Medical Record Technician (MRT) position #7204 and Clerk-Experienced Level (CEL) position #13975 in the Health Information Management Division of the Contra Costa Regional Medical Center and its Health Centers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

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: Jo-Anne Linares
(925) 957-5246

It is necessary to add a Senior

BACKGROUND: (CONT'D)

Medical Record Technician position in order to assist the Medical Record Administrator (MRA) in providing lead direction to staff in the Pittsburg, Antioch and Brentwood Health Centers. Additionally, the incumbent appointed to this position will be assigned to provide coverage in the three health centers in the absence of technicians to ensure timely processing of medical records.

The Department has determined that the two vacant positions are no longer needed - MRT position #7204 has remained vacant since 2000, and CEL position #13975 has never been filled.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Information Management Division will not have adequate staffing to meet its operational needs, which impacts patient care services in East County.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P-300 #20883