



**Contra
Costa
County**

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

Subject: P300 # 20887 Cancel two part-time Patient Financial Services Specialist - P and add one full-time Patient Financial Services Specialist - P position.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No 20887 cancel two (2) part-time vacant Patient Financial Services Specialist - Project (V9V1) (represented) positions number #13285 and #13286 and add one (1) full-time Patient Financial Services Specialist - Project (V9V1) position at salary level 3RX 1176 (\$3,414.53 - \$4,360.49) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in a cost savings of approximately \$11,650 annually.

BACKGROUND:

Due to the difficulty in finding interested candidates for part-time project positions, the Financial Counseling unit would like to convert their two part-time vacancies into a full-time position. Duties of the position will include: interviewing patients to identify sources of payment on all inpatient and outpatient accounts; 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.

☒ 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

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #20887