



Board Agenda Item 41

DATE: September 26, 2017

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve amendment to Salary Resolution adjusting the salary of Medical Records Coordinator, effective October 9, 2017, as reflected on Appendix A

The recommended action is consistent with direction from the County Administrative Office to aid in recruitment efforts for Medical Records Coordinator. Approval will amend Salary Resolution Section 100 - Alpha Position Listing to increase the salary for the Medical Records Coordinator classification.

ALTERNATIVE ACTION(S):

If the Board does not approve the recommended action, the salary would remain unchanged and recruitment issues will continue.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The total increased cost for the remainder of FY 2017-18 is approximately \$12,360 with no Net County Cost and will be included in the Department of Behavioral Health Org 5630 FY 2017-18 Adopted Budget.

DISCUSSION:

The Medical Records Coordinator classification plans, develops, coordinates and supervises medical records activities and staff within the Department of Behavioral Health. There is currently one allocated position for the Medical Records Coordinator classification, which has been vacant since March 26, 2016. An open continuous recruitment was conducted at the current salary from September to December 2016. This recruitment netted one qualified applicant who declined the job offer.

The Department of Human Resources recently completed a comparative analysis of this classification with local agencies due to recent recruitment issues. While the County is currently the highest paid classification among comparable positions, increasing the salary will aid in future recruitment efforts to fill this vacant position. After consultation with the Director of Behavioral Health and County Administrative Officer, it is recommended that the salary be adjusted.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix A

CAO ANALYST:

Sonia De La Rosa