

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 10/16/2012	(3) CONTACT/PHONE Michael Stevens, Health Agency Deputy Director 781-4303	
(4) SUBJECT Request to approve a resolution amending the existing Position Allocation List for Fund Center 350 -- County Medical Services Program by deleting a 1.00 FTE Accounting Technician position and adding a 1.00 FTE Senior Account Clerk position.			
(5) RECOMMENDED ACTION Request to approve a resolution amending the existing Position Allocation List for Fund Center 350 -- County Medical Services Program by deleting a 1.00 FTE Accounting Technician position and adding a 1.00 FTE Senior Account Clerk position.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$3,500 savings	(8) ANNUAL FINANCIAL IMPACT \$4,700 savings	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Mike Stevens, Health Agency Deputy Director

DATE: 10/16/2012

SUBJECT: Request to approve a resolution amending the existing Position Allocation List for Fund Center 350 -- County Medical Services Program by deleting a 1.00 FTE Accounting Technician position and adding a 1.00 FTE Senior Account Clerk position.

## **RECOMMENDATION**

Request to approve a resolution amending the existing Position Allocation List for Fund Center 350 -- County Medical Services Program by deleting a 1.00 FTE Accounting Technician position and adding a 1.00 FTE Senior Account Clerk position.

## **DISCUSSION**

The Health Agency's Public Health Department enrolls eligible low income residents in the County Medical Services Program (CMSP) to ensure their access to medically necessary health care services. The CMSP unit is staffed with a small number of employees performing eligibility determinations, working with medical care providers, paying bills, and performing related tasks. One of the five positions performing accounting and related duties is a full time Accounting Technician position, which has recently become vacant.

The County's obligation to operate the CMSP program is likely to be substantially or entirely reduced in January of 2014 due to the Medicaid (Medi-Cal) expansion component of the Patient Protection and Affordable Care Act. Consequently, Agency management is taking a guarded and conservative approach to replacing vacancies. In this case, it is the Department's intent to reduce the responsibilities currently assigned to the Accounting Technician position to that of a Senior Account Clerk. This change will provide the Department with more flexibility in filling the current vacancy as well as future redeployment of staff when/if the CMSP program becomes defunded.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The Human Resources Department prepared the resolution to amend the Position Allocation List.

## **FINANCIAL CONSIDERATIONS**

The recommended action will result in a savings to the Department, as the total annualized compensation cost for a Senior Account Clerk position is lower than an Accounting Technician position by approximately \$4,700. Reallocating the vacant Accounting Technician position to the lower level will reduce unit labor costs by approximately \$3,500 through the remaining nine months of the current fiscal year.

## **RESULTS**

The recommended change will allow the Department to fill a currently vacant position quickly and at a lower level of compensation. The position plays a key role in ensuring that necessary medical care services are provided timely and

that care providers are compensated appropriately. The resulting cost effective delivery of services helps the County achieve its vision of a healthy community.

**ATTACHMENTS**

1. Resolution to amend Position Allocation Listing