



EL DORADO COUNTY
HEALTH AND HUMAN SERVICES AGENCY

MEMO

Date: December 3, 2012

To: Terri Daly, Chief Administrative Officer

From: Daniel Nielson, Director, Health and Human Services

Handwritten signature of Daniel Nielson in black ink.

Subject: Relocation Reimbursement and Recruitment Signing Bonus

HHSA is requesting a Recruitment Signing Bonus of \$6,000 as per BOS Policy E-7 and a Relocation Reimbursement of \$5,000 as per BOS Policy E-6 for a new Public Health Officer. Recruitments for a Public Health officer have been ongoing since January 2012. HHSA has identified a well qualified candidate for Public Health Officer and is requesting approval to offer the candidate the above mentioned hiring incentives.

Public Health Officer is a critical position in HHSA. The State of California requires that every county have a Public Health Officer (PHO). El Dorado County has contracted with the PHO from Amador County since this position became vacant in January of 2012. This position is highly specialized requiring a medical license and extensive knowledge of public health programs and services.

PHO is a single allocation classification and has been 100% vacant since the resignation of the incumbent. Regular recruitments for this position began in January of 2012. Beginning April 2, 2012 the recruitment posting changed to "open until filled" and has run continuously since. The listing was posted on 10 separate recruitment websites.

HHSA received five lists throughout the recruitment process with only one candidate each. One candidate withdrew, one did not meet the medical requirements and two were interviewed and not selected. The most recent list identified one highly qualified candidate for the position. She was interviewed and selected for the position by HHSA management. We are requesting approval to offer her the Relocation Reimbursement and the Recruitment Hiring Bonus.

Thank you for your consideration of this request.

CAO Approval: DATE: 12/3/12