



# County of El Dorado

## *Human Resources Department*

[www.edcgov.us](http://www.edcgov.us)

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July 26, 2019

To: Sue Hennike, Deputy Chief Administrative Officer

CC: Kristine Oase-Guth, Manager of EMS and Emergency Preparedness & Response  
Tameka Usher, Director of Human Resources

From: Jordan Meyer, Human Resources Analyst

Subject: Administrative Analyst I/II Position

I received your request to add one Administrative Analyst I/II position to the Chief Administrative Office, Emergency Medical Services and Emergency Preparedness & Response Division.

### **Background**

The Emergency Medical Services and Emergency Preparedness & Response programs transferred from the Health and Human Services Agency to the Chief Administrative Office effective July 1, 2019. Direct program staff for these programs in HHSA was 7.45 FTEs. Staff for the program in the CAO's Office was recommended at 6.35 FTEs, composed of the addition of 6.15 allocations to be supervised by a Deputy Chief Administrative Officer. As referenced in the FY 2019-20 Recommended Budget, following the transfer of the programs, the CAO has evaluated staffing needs and requested adjustments.

### **Analysis**

When analyzing the request, the department provided the anticipated responsibilities, duties, as well as the supervision exercised and received. After reviewing the information provided, and corresponding with Tameka Usher, she clarified (by speaking with Sue Hennike) the extent and percentage of time an incumbent would be performing complex duties associated with the requested position. In addition to these factors, the analysis also considered the staffing structure and organizational needs of the newly assigned program within the Chief Administrative Office.

### **Findings**

After review and analysis of the anticipated duties and responsibilities assigned to the position and discussions with management, it is recommended that the department request 1.0 FTE Administrative Analyst I/II allocation via the Board of Supervisors.