

EL DORADO COUNTY BOARD OF SUPERVISORS

AGENDA ITEM TRANSMITTAL

Meeting of September 26, 2006

AGENDA TITLE: Occupational Health Program Transition
Budget and Personnel Allocation Resolution

DEPARTMENT: CAO - HR

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: Laura S Gill

DATE: 9/19/2006

PHONE:

D. Vsg

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

The Chief Administrative Officer recommends that the Board approve the attached budget transfer and personnel allocation resolution deleting a staff position from the Public Health Department personnel allocation and adding a position to the Human Resources personnel allocation. (No net change to total County position count)

This transfer request would move one FTE currently assigned to this program from Public Health to Human Resource

CAO RECOMMENDATIONS: Recommend approval Laura S. Gill

Financial impact? ☒ Yes ☐ No

Funding Source: ☐ Gen Fund ☒ Other

BUDGET SUMMARY:

Total Est. Cost	\$53,000.00
Funding	
Budgeted	
New Funding	
Savings	
Other	\$53,000.00
Total Funding	
Change in Net County Cost	

Other:

CAO Office Use Only:

4/5's Vote Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Change in Policy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Personnel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CONCURRENCES:

Risk Management	
County Counsel	
Other	

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

Rev. 04/05

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

County of El Dorado
Chief Administrative Office
Interdepartment Memorandum

DATE: September 19, 2006

TO: Board of Supervisors

FROM: Laura S. Gill, Chief Administrative Officer



SUBJECT: Occupational Health Program Transition
Budget and Personnel Allocation Resolution

Recommendation: The Chief Administrative Officer recommends that the Board approve the attached budget transfer and personnel allocation resolution deleting a staff position from the Public Health Department personnel allocation and adding a position to the Human Resources personnel allocation.

Reason for Recommendation: The Occupational Health program, encompassing pre-employment hiring and fitness-for-duty functions, is transitioning to the Human Resources' Risk Management Division from the Public Health Department. The Human Resources department will utilize a Risk Management Technician to provide staff assistance to this program. This transition will move the County to a more traditional approach whereby hiring and fitness-for-duty activities are under Human Resources where the focus is selecting qualified persons and limiting loss exposures. This will further allow the Public Health Department to provide appropriate oversight regarding public and workplace health exposure issues, i.e. tuberculosis, hepatitis, blood borne pathogens, etc.

Human Resources will manage this program through the use of staff and consultants. The consultants, through OccuMed, will provide a variety of services and expertise including: performing job and medical profiles to insure that employees hired are physically able to perform expected tasks; reviewing medical exams for completeness; composing work-restriction agreements; coordinating fitness for duty examinations; working with staff regarding reasonable accommodation; etc. Due to OccuMed's resources (medical staff) and expertise, they can easily manage peak periods of hiring as well as the occasional urgency issues.

Fiscal Impact: The cost to fund this position is estimated to be \$53,000. Funds are available within the internal services current fund balance.

Action to be Taken Following Approval: Following Board approval the Department will staff the position, and transition the pre-employment and fitness-for-duty programs from the Public Health Department to Human Resources.

Attachments: Personnel Allocation Resolution
Budget Transfer



RESOLUTION NO. _____

CO SEP -6 PM 4:15

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
AMENDING THE AUTHORIZED PERSONNEL ALLOCATION RESOLUTION**

BE IT RESOLVED AND ORDERED, that the El Dorado County Board of Supervisors authorize the Director of Human Resources to make any technical corrections if needed;

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Board of Supervisors of El Dorado County does hereby amend, modify and/or alter its Authorized Personnel Allocation Resolution of Positions of El Dorado County as set forth below:

Department	Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	Grand Total
Public Health	2506	Medical Administrative Secretary	1.00	1.00	-1.00	0.00
Human Resources	1506	Risk Management Technician	1.00	1.00	+1.00	2.00

Laura A Hill
Director of Human Resources

9/20/06
Date

Department Head confirms that the above represents the department's current and proposed allocation of positions.

Gayle Erbe-Hamlin
Department Head

9/6/06
Date

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 2006, by the following vote of said Board:

Attest:
Cindy Keck
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____
Attest: CINDY KECK, Clerk of the Board of Supervisors
of the County of El Dorado, State of California.

By: _____
Deputy Clerk

AUDITOR / CONTROLLER'S USE	
DATE	
CODE BY	

EL DORADO COUNTY APPROPRIATION TRANSFER (20130 GOV. CODE)
BUDGET TRANSFER REQUEST #1

TO BE COMPLETED BY THE DEPARTMENT	
DOCUMENT TOTAL	106000
NUMBER OF LINES	4
TRANSACTION CODE TOTAL*	35

8-24-06

DATE

Human Resources - Risk Management
 DEPARTMENT OR AGENCY NAME
Human Resources - Rm
[Signature] *Laura A. Grier*
 DEPARTMENT AUTHORIZATION SIGNATURE AND PHONE NUMBER

PAGE __ OF __

COMPLETE THE INFORMATION BELOW WITH JUSTIFICATION NARRATIVE OR ATTACH A MEMO.

REMOVE THE GOLD COPY AND SUBMIT COMPLETE REQUEST TO THE AUDITOR / CONTROLLER'S OFFICE.

A BUDGET TRANSFER MUST BE AT LEAST TWO LINES, NOT EXCEED TWENTY-SIX LINES AND USE AN "ODD AND EVEN" NUMBERED TRANSACTION CODE*

* 002 = INCREASE ESTIMATED REVENUE

* 011 = INCREASE IN APPROPRIATION / BOS APPROVED

* 003 = DECREASE ESTIMATED REVENUE

* 012 = DECREASE IN APPROPRIATION / BOS APPROVED

S F X	TRANS CODE NO.*	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	AMOUNT	DESCRIPTION (50 CHARACTERS MAX.)
1	011	023200	3000		36000	FY 6/7 budget rev occupational health FTE
2	011	023200	3020		7500	FY 6/7 budget rev occupational health FTE
3	011	023200	3040		9500	FY 6/7 budget rev occupational health FTE
4	002	023200	0001		53000	FY 6/7 budget rev occupational health FTE
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05 AUG 24 PM 2:36

REVIEWED
FOR
FORMAT BY

Joe Harn
 JOE HARN, C.P.A. AUDITOR / CONTROLLER

DATE

APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

Seana A. Grier
 CHIEF ADMINISTRATIVE OFFICE - ANALYST

DATE

SIGNATURE: CHAIRMAN, BOARD OF SUPERVISORS

DATE

Laura A. Grier
 CHIEF ADMINISTRATIVE OFFICE

DATE

ATTEST: CLERK, BOARD OF SUPERVISORS