County of El Dorado

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Legislation Text

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Health Services Department recommending the Board approve advanced placement of Gretchen Bailey at Step 5 of the salary range for the position of Extra Help Fiscal Administrative Manager for the Health Services Department - Public Health Division effective pay period six.

FUNDING: Public Health Realignment.

BUDGET SUMMARY:		
Total Estimated Cost		$8,000
Funding		
Budgeted	$8,000	
New Funding	$	
Savings	$	
Other	$	
Total Funding Available	$8,000	
Change To Net County Cost		$0

Fiscal Impact/Change to Net County Cost: No change to Net County Cost. Estimated FY 2009-10 cost for proposed part time status is approximately $8,000. This cost can be absorbed within the FY 2009-10 budget for Public Health. Should continued support be required in FY 2010-11, associated costs will be included in the proposed budget.

Background: After over sixteen (16) years of managing the Public Health Finance section, Ms. Bailey is retiring from the position of Fiscal Administrative Manager (FAM) effective February 26, 2010. This retirement was not anticipated at this time. Ms. Bailey has agreed to return part time as extra help to assist the Health Services Department during the a transition period and, if deemed necessary by the Department, to assist with the fiscal year end close. Although Ms. Bailey has been serving at Step 5 of the salary range for the FAM position for many years, according to the Salary and Benefits Resolution her re-appointment as Extra Help Step 5 requires Board approval.

Reason for Recommendation: It will be critical for the Department to retain Ms. Bailey's services to allow smooth and effective transition of her management responsibilities. It is anticipated that Ms. Bailey will be used several days a week initially and that as her replacement is trained the time needed will taper off.

Action to be taken following Board approval:
Health Services Department to submit amended PPF to the Human Resources Department.

Contact: Kathryn Lang