



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 12-0978 **Version:** 1

**Type:** Agenda Item **Status:** Adopted

**File created:** 7/27/2012 **In control:** Board of Supervisors

**On agenda:** 8/21/2012 **Final action:** 8/21/2012

**Title:** Health and Human Services Agency and Human Resources recommending the Board adopt Resolution 116-2012 to:  
1) Establish and adopt the job specification, salary range and bargaining unit for an Energy/Weatherization Supervisor classification; and  
2) Amend the Authorized Personnel Allocation for the Health and Human Services Agency by adding 1.0 FTE Energy/Weatherization Supervisor and deleting 1.0 vacant FTE Sr. Energy/Weatherization Technician.

**FUNDING:** 100% Federal LIHEAP and DOE WAP Grant Funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Energy Weath Supv job spec.pdf, 2. B - BOS\_reso\_Energy Weath Supv.pdf, 3. Executed Resolution 116-2012

Date	Ver.	Action By	Action	Result
8/21/2012	1	Board of Supervisors	Adopted	Pass

Health and Human Services Agency and Human Resources recommending the Board adopt Resolution **116-2012** to:

- 1) Establish and adopt the job specification, salary range and bargaining unit for an Energy/Weatherization Supervisor classification; and
- 2) Amend the Authorized Personnel Allocation for the Health and Human Services Agency by adding 1.0 FTE Energy/Weatherization Supervisor and deleting 1.0 vacant FTE Sr. Energy/Weatherization Technician.

**FUNDING:** 100% Federal LIHEAP and DOE WAP Grant Funding.

### **Fiscal Impact/Change to Net County Cost**

No net change. The estimated annual cost of the Energy/Weatherization Supervisor position, including salary and benefits, is \$75,473 and is approximately \$1,700 more than the annual cost of the Sr. Energy/Weatherization Technician position. This position will be fully funded by the Low-Income Home Energy Assistance Program (LIHEAP) and Department of Energy (DOE) Weatherization Assistance Program grants. The County has received these grants for over twenty years and funding is expected to continue. LIHEAP and DOE Weatherization Assistance Program grant funding is included in the Agency's FY 2012-13 Recommended Budget.

### **Background**

The Weatherization Program provides energy saving services such as home energy assessments and installation of weatherization measures to assist homeowners and renters in El Dorado and Alpine counties with increasing their home's energy efficiency. The Weatherization Program is a component of the grant funded Low-Income Home Energy Assistance Program (LIHEAP) and the

Department of Energy Weatherization Assistance Program (WAP). The current LIHEAP and regular DOE WAP grants provide funding for approximately 263 homes to receive weatherization services over the next year.

### **Reason for Recommendation**

The Health and Human Services Agency (HHS) currently spreads Weatherization Program administrative and program duties among multiple regular employees in several classifications, including Program Coordinator, Program Assistant and the Energy/Weatherization Technician class series. Traditionally a Program Coordinator, who also carries ongoing responsibility for provision of other Health and Human Services program services, has performed supervision and administrative coordination of the Weatherization program while the Sr. Energy/Weatherization Technician has acted in the capacity of lead field worker.

HHS has determined a new Energy/Weatherization Supervisor classification is necessary to provide the specialized technical skills required for program oversight. This new position will improve the efficiency of the Weatherization Program by performing both program administrative duties and supervision of weatherization field activities. The Energy/Weatherization Supervisor may be charged to the program allocation and duties will include conducting planning and implementation activities as well as providing initial home assessments, staff supervision, program reporting and on-site monitoring of work performed as well as installation of measures as needed for the Weatherization Program. The mid-level Sr. Energy/Weatherization Technician (currently vacant) would be deleted.

### **Action(s) to be taken following Board approval**

Board Chair to sign resolution and forward to Human Resources for implementation. Once the position is established and filled, the Energy/Weatherization Supervisor will assume direct day-to-day oversight and supervision of the Weatherization program staff and functions.

### **Contact**

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### **Concurrences**

Health and Human Services Agency  
Human Resources