



## Legislation Details (With Text)

**File #:** 19-1239      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 8/13/2019      **In control:** Board of Supervisors

**On agenda:** 8/27/2019      **Final action:** 8/27/2019

**Title:** Chief Administrative Office and Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution 143-2019 to accomplish the following:  
 1) Establish the job classification specification, salary range, and bargaining unit for the new classification of Emergency Medical Services (EMS) and Emergency Preparedness Coordinator; and  
 2) Amend the Personnel Allocation for the Chief Administrative Office, EMS and Emergency Preparedness and Response Division to delete one vacant FTE Supervising Health Education Coordinator and add one FTE Emergency Medical Services and Emergency Preparedness Coordinator.

**FUNDING:** Ambulance Service Fees, Special Taxes and Assessments, State & Federal grants, Realignment.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Organizational Chart, 2. B - Resolution and Counsel Approval, 3. Executed Resolution 143-2019

Date	Ver.	Action By	Action	Result
8/27/2019	1	Board of Supervisors	Approved	Pass

Chief Administrative Office and Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **143-2019** to accomplish the following:  
 1) Establish the job classification specification, salary range, and bargaining unit for the new classification of Emergency Medical Services (EMS) and Emergency Preparedness Coordinator; and  
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**DISCUSSION / BACKGROUND**

The Board of Supervisors approved the transfer of the Emergency Medical Services (EMS) and Emergency Preparedness and Response (EPR) functions from the Health and Human Services Agency to the Chief Administrative Office effective July 1, 2019. As part of this reorganization, staffing and program needs were assessed in relation to the vacant Supervising Health Education Coordinator that moved with the EPR program. The Supervising Health Education Coordinator job classification did not align with the type of work that was conducted within the EPR program. Additionally, as the EMS and EPR program are now blended, having a position that is capable of supporting both programs creates depth and efficiency. This position also supports the on-call function within the EMS and EPR programs. This change does not increase the total personnel allocation for the Chief Administrative Office.

The proposed salary for the new classification is approximately 12% greater than that of the classification being replaced. This reflects the greater level of supervision exercised and the requirement for the new classification to have experience as either a registered nurse or paramedic. An organization chart is attached for reference.

**ALTERNATIVES**

If the resolution is not adopted, the CAO will initiate a recruitment to fill the current vacancy at its current classification.

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources

**FINANCIAL IMPACT**

At Step 5 of the salary range, the increase for an entire fiscal year is approximately \$9,000. There is sufficient salary savings within the Division's budget to absorb the increase in the current fiscal year due to the vacancy of the current classification. In future years the costs will be covered through County Service Areas 3 and 7 for time spent on Emergency Medical Services activities, and through the state and federal grant funding and realignment for allowable Emergency Preparedness Activities.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Provide a copy of the fully executed Resolution to Jordan Meyer, in Human Resources.

**STRATEGIC PLAN COMPONENT**

Public Safety

**CONTACT**

Sue Hennike