



Legislation Text

File #: 21-1936, **Version:** 1

Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division recommending the Board adopt and authorize the Chair to sign Resolution **003-2022** amending the current Personnel Allocation to delete 1.00 FTE Community Health Advocate and add 1.00 FTE Administrative Technician in the Chief Administrative Office.

FUNDING: California Department of Public Health grant funding.

DISCUSSION / BACKGROUND

The Chief Administrative Office, Emergency Preparedness and Response Division's Community Health Advocate position has recently been vacated. Following the transfer to the Chief Administrative Office and reorganization in 2019, the Division continues to evaluate the most effective utilization of human resources. The Community Health Advocate position is one of 3.25 FTEs funded by four Federal funding streams received from the California Department of Public Health's Emergency Preparedness Office. The work assignments for the grant-funded positions are substantially based on the work plans for each of the grants. Upon reviewing the grant work plans and other duties, the Division is requesting the deletion of the 1.00 FTE Community Health Advocate allocation and the addition of a 1.00 FTE Administrative Technician allocation. An Administrative Technician will be able to more effectively perform duties across all grant work plans, as well as assist in the planning and responding to emergencies.

ALTERNATIVES

The Board could decline the change in the Personnel Allocation, and direct the Division to continue to utilize a Community Health Advocate or to evaluate other classifications for this role.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Upon review of the Division's classification request, Human Resources recommends the classification of Administrative Technician for this position.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The net financial impact of this add/delete is an increase in an annual expenditure of approximately \$6,000 in salaries and benefits. This position is fully budgeted with grant funds, however, during emergency responses activities may not be fully reimbursable from outside funding sources. Ongoing grant funding is available to fund this increase.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Obtain Chair's signature on Resolution and forward copies to Human Resources and the Chief

Administrative Office, Central Fiscal Division.

STRATEGIC PLAN COMPONENT
Healthy Communities, Public Safety

CONTACT
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