Mendocino County

Legislation Details (With Text)

File #:	21-1210	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Consent Agenda
File created:	10/25/2021			**In control:**	Human Resources
On agenda:	11/9/2021			**Final action:**	
Title:	Adoption of Resolution Amending Position Allocation Table as Follows: Public Health Budget Unit 4010 - (Temporary Grant Funded) Add 1.0 FTE Program Administrator; 1.0 FTE Senior Department Analyst; 1.0 FTE Senior Program Specialist; Public Health - Environmental Health Budget Unit 4011: Add 1.0 FTE Senior Program Specialist; Delete 1.0 FTE Supervising Staff Assistant				
Sponsors:	Human Resources				
Indexes:					
Code sections:					
Attachments:	1. Resolution 21-158, 2. 11.09.21 #21.1210 HR Amend PAT PH BU 4010 and 4011 Reso.pdf				

Date	Ver.	Action By	Action	Result
11/9/2021	1	Board of Supervisors		

To: Board of Supervisors

From: Human Resources

Meeting Date: November 9, 2021

Department Contact: Juanie Cranmer **Phone:** 234.6600
Department Contact: Cherie Johnson **Phone:** 463.4441

Item Type: Consent Agenda **Time Allocated for Item**: N/A

Agenda Title:
Adoption of Resolution Amending Position Allocation Table as Follows: Public Health Budget Unit 4010 - (Temporary Grant Funded) Add 1.0 FTE Program Administrator; 1.0 FTE Senior Department Analyst; 1.0 FTE Senior Program Specialist; Public Health - Environmental Health Budget Unit 4011: Add 1.0 FTE Senior Program Specialist; Delete 1.0 FTE Supervising Staff Assistant

Recommended Action/Motion:
Adopt Resolution Amending Position Allocation Table as Follows: Public Health Budget Unit 4010 - (Temporary Grant Funded)Add 1.0 FTE Program Administrator; 1.0 FTE Senior Department Analyst; 1.0 FTE Senior Program Specialist; Public Health - Environmental Health Budget Unit 4011: Add 1.0 FTE Senor Program Specialist; Delete 1.0 FTE Supervising Staff Assistant; and authorize Chair to sign same.

Previous Board/Board Committee Actions:
On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 Budget, Resolution Number 21-090.

Summary of Request:

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

Since the Board of Supervisors approved the Fiscal Year 2021-22 Budget in June 2021, Public Health has qualified for several new funding streams via grants through June 2023; this funding requires three full time equivalent (3.0 FTE) new personnel to implement the deliverables. The requested allocations are as follows:

Program Administrator (1.0 FTE); Funding Source: CA Equitable Recovery Initiative (BU 4010); this position will help to develop an equity infrastructure and performance measures for our county, to the state, and be responsible for budget and contract tracking, and will contribute to a statewide assessment tool and implement assessment for Mendocino County, report on program activities.

Senior Department Analyst (1.0 FTE); Funding Source: Public Health Workforce Development Supplemental Funding (BU 4010); this position will be responsible for oversight of the Workforce Development budget and program whose goal is to improve the workforce within local Public Health Departments in order to improve service and quality of life for Mendocino County residents.

Senior Program Specialist (1.0 FTE); Funding Source: Public Health Workforce Development Supplemental Funding (BU 4010); this position will be responsible for oversight of the program activities whose goal is to increase and improve the workforce within local Public Health Departments in order to improve service and quality of life for Mendocino County residents.

These 3.0 FTE allocations to Public Health Budget Unit 4010 are temporary grant-funded positions and should be deleted upon the end of the grant (June 2023) unless the grant is extended, or the positions are otherwise funded, and approved to remain on the allocation table.

Public Health Environmental Health (Budget Unit 4011) has identified new funding streams through Realignment and Environmental Health fees and requests an additional allocation this position as follows:

Senior Program Specialist (1.0 FTE); Funding Source: Fees and Realignment (BU 4011); this position will be responsible reporting on program activities, performance measures and contract tracking for this budget unit to improve customer service and ensure accountability. This position will improve overall data tracking and analysis, freeing the manager to focus more on the technical environmental aspects of their job. The department is further requesting to delete Position Number 1347, Supervising Staff Assistant (1.0 FTE)

The current year fiscal impacts and the annual recurring costs shown below reflect wages (including cost of benefits) at Step 5 if filled in mid-December 2021 (pay period 26).

Alternative Action/Motion:
Do not adopt and direct staff.

How Does This Item Support the General Plan? This proposed action is supportive of the delivery of programs and services to communities in an integrated, coordinated and equitable manner. This action would be supportive in the ability of the County to deliver services to the public.

Supervisorial District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Units 4010 and 4011
budgeted in current f/y: No
current f/y cost: BU 4010:$178,567; BU 4011: $18,830
if no, please describe:
annual recurring cost: BU 4010: $331,607; BU 4011: $125,387
revenue agreement: N/A
budget clarification: BU 4010 Grants; BU 4011 Realignment and EH fees will fund these allocations.

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Cherie Johnson, Deputy CEO
CEO Review: Yes
CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk II
Date: November 12, 2021

Final Status:**Adopted**
Executed Item Type: **Resolution** Number: 21-158