



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C11

For the meeting of: January 9, 2018

Date: December 13, 2017

To: Board of Supervisors

From: Connie Beck, Director
Department of Health and Human Services

*Connie Beck
12/14/17*

Subject: Allocate one (1) full time equivalent Program Coordinator position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate one (1) full time equivalent (FTE) Program Coordinator (class 1425, salary range 419) in budget unit 516; effective immediately upon Board of Supervisors approval.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

Due in part to new Americans with Disabilities Act (ADA) requirements, the Department of Health & Human Services (DHHS) has identified the need for a 1.0 FTE Program Coordinator for Emergency Preparedness. This position will, under direction, coordinate all Health and Welfare activities of emergency preparedness for the Department within the framework set forth in the County of Humboldt's Emergency Operations Plan (EOP) section 3.4.4.2. Examples of functions include supporting food and shelter operations, providing mental health services, coordinating volunteers, administering emergency benefits including Disaster CalFresh, and maintaining the continuity of other crucial public services. Non-emergency activities include the preparation and annual update of ADA-compliant plans for the Department's 49 facilities, including Emergency Operations Plans, Facilities Emergency Action Plans, Injury and Illness Prevention Program plans and Continuity of Operations Plans. Additionally, the Program

Prepared by Connie HagQuist, Staff Services Analyst – ES CAO Approval [Signature]

REVIEW: Auditor [Signature] County Counsel _____ Personnel [Signature] Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor Bass Seconded by Supervisor Fennell
 Ayes Bass, Fennell, Sundberg, Bohn, Wilson
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 1/9/18
 By: [Signature]
 Kathy Hayes, Clerk of the Board

Coordinator would be charged with preparing DHHS employees for their legally mandated role as Disaster Service Workers. This includes assessing community and organizational needs and capabilities, providing and tracking training, and assisting in exercises to improve readiness so that DHHS can provide the best possible service to the residents of this county during their time of greatest need.

This position will work in tandem with the current Program Coordinator assigned to Emergency Preparedness in Public Health which coordinates with hospitals and allocates medical resources in the event of a disaster.

The Department requested that the Personnel Department conduct an analysis to develop such a position. The Personnel Department has recommended the class of Program Coordinator and the Department has accepted this recommendation.

FINANCIAL IMPACT:

The annual salary and benefits associated with the request to allocate one full time equivalent (1.0) Program Coordinator (class 1425, salary range 419) in fund 1160, budget unit 516 – DHHS Administration, at step 1A is \$80,782. The overall estimated increase for the remaining 6 months of fiscal year 2017-18 is \$40,391. There are sufficient salary savings in the county-approved budget to accommodate the increase. These costs will be incorporated into the county-proposed budget in fiscal year 2018-19 and future years. Funding for this position will be provided through federal and state allocations, grants and local funds. There is no impact to the county general fund.

Approving this recommendation will support the Board’s Strategic Framework by providing and maintaining infrastructure and by providing community-appropriate levels of service and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose to not approve the allocation of a 1.0 FTE Program Coordinator; however, it is not recommended. Not approving the request may cause the county to be out of compliance with the EOP and the Department of Justice ADA consent decree.

ATTACHMENTS:

Classification Review

RECEIVED

NOV 09 2017

CLASSIFICATION REVIEW REQUEST

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Health & Human Services Date: 11-7-17

Division/Unit/Location of new position: DHHS

Name of contact person: Michael Stephens or Heather Muller

Position status (check one) Regular Grant _____ Other _____

If position is in a new grant or program, explain the general purpose or function of the program:

This Coordinator position will be responsible for coordinating plans and trainings to make sure DHHS facilities and employees are prepared for a disaster

Anticipated start date: ASAP Duration of grant: N/A

FTE of new position: 1.0 Budget unit: 516

Name and title of person supervising this position: Heather Muller, Interim PM1

Name and title of anyone currently in your department performing the same or similar duties:

Program Coordinator, vacant

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Program Coordinator DATE: 11/13/2017

NAME OF ANALYST: Kelly Barnes, Assistant HR Director

Personnel notes: Based on the information provided and my discussion with Yvonne Winter and HR's discussion with Connie Beck, Human Resources recommends the proposed position is appropriately allocated as Program Coordinator. You will need to prepared report to the Board with the following specific recommendation. "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Program Coordinator position (Salary range 4020/417, class 0425) in budget unit 516 effective _____.

(Either immediately, beginning of the bi-weekly pay period following approval or specific date).

List the primary duties of the proposed position: Under direction, coordinating all components and activities of emergency preparedness for DHTS and/or its branches within the framework set forth in the County of Humboldt's Emergency Operations Plan (EOP). Supports in planning and directing coordinated responses to disasters, including assessing community and organizational needs and capabilities and assisting in exercises to improve readiness. Assists in planning, coordination and training of emergency management operations and maintenance, including preparing and maintaining policies and procedures and documenting for accountability and Federal reimbursement. Drafts and reviews emergency management and continuity of government documents for compliance with best practices, OSHA, ADA and the Humboldt County EOP. Organizes and supports emergency management exercises and training programs for DHTS employees. Performs emergency- and disaster-related duties in all three phases of disaster: preparedness, mitigation and recovery. Prepares annual grant applications and tracks expenditures for emergency preparedness functions.

See attached sample of duties for a more complete listing.

Indicate any required licenses: N/A

Add any additional information, which might be useful for this review: This position will work in tandem with current Program Coordinator assigned to Emergency Preparedness, Public Health, which coordinates with hospitals and allocates medical resources in the event of a disaster.

Department head signature  Date 11/8/17

PERSONNEL USE ONLY

Please include a copy of this form with your request to the Board