



COUNTY OF HUMBOLDT

For the meeting of: 8/24/2021

File #: 21-1076

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Deallocation of One (1) Full-Time Equivalent Fiscal Assistant I/II Position and Allocation of One (1) Full-Time Equivalent Senior Fiscal Assistant Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate one (1) full-time equivalent Fiscal Assistant I/II position (salary range 308/331, class 0177A/B, position 06) in budget unit 400 effective immediately; and
2. Allocate one (1) full-time equivalent Senior Fiscal Assistant position (salary range 355, class 0124) in budget unit 400 effective upon the beginning of the pay period following approval.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

The approved fiscal year 2021-2022 budget for Department of Health and Human Services - Public Health ("DHHS - Public Health") budget unit 1175-400 included the allocation of a full-time equivalent Fiscal Assistant I/II position. This position was vacated on October 18, 2020. This position historically shared the workload with another Fiscal Assistant I/II in DHHS - Public Health Financial Services (PHFS). Due to the COVID-19 pandemic, DHHS - Public Health has received increases in current funding sources, in addition to receiving new grants. This change in the workload has resulted in the need for additional staff to monitor departmental budgets, including, without limitation, preparing journal entries, appropriation transfers and grant invoices and processing vendor invoices and program purchase requests which is more appropriately suited to the Senior Fiscal Assistant classification than the Fiscal Assistant I/II classification. Accordingly, DHHS - Public Health recommends the deallocation of one (1) full-time equivalent Fiscal Assistant I/II position and the allocation of one (1) full-time equivalent Senior Fiscal Assistant position.

FINANCIAL IMPACT:

The estimated cost savings resulting from the deallocation of one (1) full-time equivalent Fiscal Assistant I/II position is Sixty-Two Thousand Nine Hundred Nine Dollars and Thirty Cents (\$62,909.30). The estimated cost associated with the allocation of one (1) full-time equivalent Senior

Fiscal Assistant position is Sixty-Eight Thousand Eight Hundred Sixty-Five Dollars and Three Cents (\$68,865.03). The net increase in cost DHHS-Public Health budget unit 1175-400 will be Five Thousand Nine Hundred Fifty-Five Dollars and Seventy-Three Cents (\$5,955.73). Due to the current vacancy of the Fiscal Assistant position, there will be sufficient salary savings to accommodate the increase in fiscal year 2021-2022. The Senior Fiscal Assistant position will be budgeted in future annual budget cycles.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the deallocation of one (1) full-time equivalent Fiscal Assistant I/II position and the allocation of one (1) full-time equivalent Senior Fiscal Assistant position. However this alternative is not recommended as it will limit DHHS - Public Health's ability to claim state and federal funding which could result in reduced funding for services for the community.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A