

**A RESOLUTION TO AMMEND THE PLUMAS COUNTY PERSONNEL ALLOCATION IN ENVIRONMENTAL HEALTH (BUDGET UNIT 20550) FOR FISCAL YEAR 2014-2015**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in County service; and

**WHEREAS**, increasing workloads in Environmental Health require an additional 1.0 full-time equivalent Administrative Assistant position to ensure effective environmental health program delivery; and

**WHEREAS**, funding for the position will be through a combination of sources including Health Realignment and fee for service; and

**WHEREAS**, these sources are anticipated to be available during the current and future fiscal years; and,

**WHEREAS**, no General Fund revenue is requested to support this position;

**NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors, effective July 1, 2014, to amend the Position Allocation as follows:

<u>Department # 20550 Environmental Health</u>	<u>From</u>	<u>To</u>
Administrative Assistant I or II	1.0 FTE	2.0 FTE

Furthermore, the Environmental Health Director is hereby authorized to begin a recruitment and to fill this position.

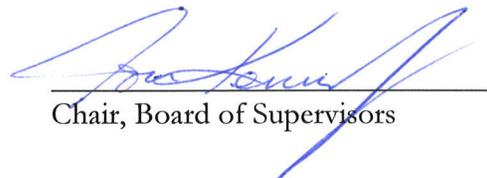
The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California at a regular meeting of the Board of Supervisors on July 1, 2014 by the following vote:

**Ayes:** SUPERVISORS THRALL, GOSS, SWOFFORD, KENNEDY

**Noes:** SUPERVISOR SIMPSON

**Absent:** NONE

**Abstain:** NONE

  
\_\_\_\_\_  
Chair, Board of Supervisors

**Attest:**  
  
\_\_\_\_\_  
Clerk of the Board of Supervisors

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes, the requested Administrative Assistant position is a critical workload, customer service, business need.*
- Why is it critical that this position be filled at this time?  
*Increasing workload is adversely affecting efficiency and performance. Office reception surge and backfill is now often provided by Environmental Health Specialists (field staff). This is very expensive and keeps the field specialists from doing their work. Also, since the Administrative Assistant's workload continues to increased, field staff now must perform a variety of data entry and website updates previously and more cost-effectively performed by an Admin Assistant.*
- How long has the position been vacant?  
*After retirement in September 2009, the position was not refilled. In subsequent budget years, the unfunded position was removed from Environmental Health's approved allocation.*
- Can the department use other wages until the next budget cycle?  
*Other wages could be used but is not recommended. The complexity of programs and range of duties and responsibilities of this position makes for a lengthy training period. A permanent employee is important for return on training investment and continuity of service.*
- What are staffing levels at other counties for similar departments and/or positions?  
*This request is consistent with other Environmental Health Department staffing patterns. It is also consistent with staffing in our Building Department which has 2 permit technicians.*
- What core function will be impacted without filling the position prior to July 1?  
*Customer service, data management, operational efficiency are all currently suffering.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
*None.*
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local

funding? What impact will this reduction plan have to other County departments?

*Environmental Health is a general fund department but no general fund is requested to support this position.*

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?  
*No.*
- Does the budget reduction plan anticipate the elimination of any of the requested positions?  
*NA*
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
*No general fund support is requested for this position. The position is proposed to be funded through a steady increase in fees for service, increases in Realignment funding and increases in Emergency Management work.*
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?  
*Environmental Health does not have a reserve.*