

**RESOLUTION TO AMEND FISCAL YEAR 2022-23 PLUMAS COUNTY POSITION ALLOCATION FOR THE PUBLIC HEALTH AGENCY, BUDGET UNIT 70560.**

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

**WHEREAS**, during the Fiscal Year needs may arise to amend the Position Allocation; and

**WHEREAS**, these positions are necessary for Public Health’s coordination of services throughout the County; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who approves of this resolution to amend the 2022-2023 Position Allocation removing a 0.25 FTE from the Administrative Assistant series and adding a 0.075 FTE to the Office Supervisor; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560 in Fiscal Year 2022-2023 to reflect the following:


<b>Budget Unit 70560</b>	<b>Current FTE</b>	<b>Change</b>	<b>New FTE</b>
Admin Assistant Series	3.0	-0.25	2.75
Office Supervisor	0.75	+0.075	0.825

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 7<sup>th</sup> day of March, 2023 by the following vote:

AYES: Supervisors: Engel, Hagwood, McGowan, Goss, Ceresola

NOES: Supervisors: None

ABSENT: Supervisors: None

  
Chair, Board of Supervisors

ATTEST:

  
Clerk, Board of Supervisors

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Office Supervisor – Public Health Agency**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Administrative Assistants and Office Assistants are the workforce for administrative services, which supports the operations unit of the Department. The Office Supervisor provides support for these positions.**
- Why is it critical that this position be filled at this time.  
**Office Supervisors provide consistent financial and administrative support for the Department, and a prolonged vacancy can negatively impact the performance of the Department.**
- How long has the position been vacant?  
**Effective 1/31/2022**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 22/23 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. However, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1? **N/A**
- 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? **N/A**
- 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? **No**
- 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 change in General Fund support since this is already a budgeted position**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

FY19/20 = \$1410,133

FY20/21 = \$1421,255

FY21/22 = \$1422,317

PLUMAS COUNTY PUBLIC HEALTH AGENCY  
ADMINISTRATION & FISCAL SERVICES DIVISION

1

