



Agenda Date: 7/19/2005
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Dennis Morris - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List with regard to the following actions in the Public Health Division of the Health and Human Services Agency, effective July 19, 2005:

1. Delete one (1) .5 FTE Limited Term Communicable Disease Investigator and add one (1) Communicable Disease Investigator;
2. Delete one (1) resulting vacancy as result of filling Communicable Disease Investigator position through a department promotion; and
3. Delete one (1) Staff Services Manager and add one (1) Program Manager I.

EXECUTIVE SUMMARY

This action would significantly enhance Public Health's ability to respond to current and future challenges in the program coordination for the Communicable Disease unit; the emergency preparedness program, and surveillance and data management for vital statistics and epidemiology.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The deletion of a 1.0 FTE Community Health Assistant and a 1.0 FTE Staff

Services Manager will free up General Health Realignment funding for the two requested positions (CDI Investigator and Program Manager I). The deletion of the 1.0 FTE Staff Services Manager creates a savings in salaries and benefits for the Public Health Division. These savings will replace the bioterrorism funding for the CDI Investigator. The Program Manager I will cost less than the Staff Services Manager position it is replacing. Both positions are vital to performing communicable disease and emergency preparedness activities.

Is the general fund affected?	No
Future fiscal impact:	These positions are permanent and will be funded by General Health Realignment funding each year (including step increases and COLAs).
Consequences if not approved:	The Public Health Division will not have a permanent Communicable Disease Investigator to provide prevention and investigation services, and the Program Manager I position will be classified at too high a level and will cost more.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The currently vacant Communicable Disease Investigator (CDI) position is 0.5 FTE and limited term (LT), with funding based on a federal bioterrorism grant. Recruitment for this position has been unsuccessful. This action would delete the existing LT .5 CDI position, add a 1.0 CDI position to be recruited as promotional only and delete the subsequent vacancy for a net decrease of .5 FTE. The new 1.0 CDI position would be funded with Public Health realignment funds made available by deleting the vacancy as well as a small amount of funding freed up in the Public Health budget by converting the Staff Services Manager position to a Program Manager I position. This change will allow the Health and Human Services Agency to better meet the medical standard of care for management of communicable disease and will allow Napa County to more effectively respond to infectious disease, bioterrorism events, and emerging infectious diseases. A regular, full time CDI funded with non-categorical funding will be more functional and better able to perform the diverse, complex and independent activities of the Communicable Disease unit.

The addition of a Program Manager I (and the deletion of an existing Staff Services Manager position recently vacated due to a retirement) will more accurately reflect the duties of this position. The Program Manager I position will provide coordination and administration of two program areas: (1) the emergency preparedness program and (2) surveillance and data management. The emergency preparedness program includes implementation of the bioterrorism program, including service as a liaison between the County and State; coordination of the bioterrorism grant, and oversight of Public Health's and the Agency's emergency preparedness activities. The manager also will provide oversight and coordination of vital statistics and epidemiology, including management of the public health data systems and communicable disease reporting.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey