

W. A. B.

AGENDA COVER MEMO

AGENDA DATE: September 13, 2006
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER _____ / IN THE MATTER OF ESTABLISHING A .75 FTE OFFICE ASSISTANT 2 POSITION EFFECTIVE SEPTEMBER 1, 2006 IN THE DEPARTMENT OF HEALTH & HUMAN SERVICES

I. MOTION

ORDER _____ / In The Matter Of Establishing A .75 FTE Office Assistant 2 Position Effective September 1, 2006 In The Department of Health & Human Services (H&HS).

II. AGENDA ITEM SUMMARY

The need for administrative support in H&HS Administration has increased due to increases in research and evaluation and prevention activities.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The need for administrative support in H&HS Admin has increased significantly within the last two years, specifically with the addition of a research and evaluation analyst and additions within the prevention program. This new position will replace an extra help staff person who has been working to provide some limited support to the prevention unit, as well as provide increased support for the implementation of the performance measure software (pbviews) in H&HS and other research and evaluation activities.

B. Policy Issues

There are no administrative policy issues that affect this agenda item.

C. Board Goals

The request for an additional Office Assistant 2 position relates to two Board goals. The first is the Lane County strategic goal of Performance

Management, primarily C2b – the establishment and maintenance of quantitative, meaningful and useful performance measures linked to County goals and strategies. This position will allow H&HS to increase the support provided to the research and evaluation analyst and the implementation of pbviews. The second board goal that this position relates to is B1: Develop plans for the chief resources applied to deliver County services – human resources. Establishing this position meets the definitions of “Identifying actions to assure the workforce capabilities meets future needs.”

D. Financial and/or Resource Considerations

The cost this position is \$35,504 for the period 9/1/06 through 6/30/07. Funding for this position will come from reallocating prevention dollars allocated to extra help and from an adjustment to the H&HS departmental indirect assessment.

E. Analysis

The Office Assistant 2 position will provide support functions to the research and evaluation activities of H&HS, allowing the department to continue to implement research and evaluation activities, including pbviews. This position will also provide needed support to the Prevention program, allowing the program to continue to provide gambling, alcohol and other drug and suicide prevention activities in the community and will assist the prevention staff in remaining compliant with reporting requirements tied to prevention funding

F. Alternative / Options

1. Establishing a .75 FTE Office Assistant 2 position will allow Lane County H&HS to add necessary support staff to meet the needs of research and evaluation and prevention programs.
2. Not establishing a .75 FTE Office Assistant 2 position will not allow Lane County H&HS to add necessary support staff to meet the needs of research and evaluation and prevention programs. The reduced level of support will have implications on the ability to remain in compliance with prevention funding sources and on the ability to manage data in pbviews.

IV. TIMING/IMPLEMENTATION

Upon Board approval, H&HS staff will work with Human Resources to create and post the position.

VI. RECOMMENDATION

The recommendation supported by the Department of Health & Human Services and Lane County Mental Health is as follows:

Establish a .75 FTE Office Assistant 2 position effective September 1, 2006 which will allow Lane County H&HS to add necessary support staff to meet the needs of research and evaluation and prevention programs.

VII. FOLLOW-UP

H&HS staff will work with Human Resources staff to create and post the position.

V. ATTACHMENT

Board Order

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THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION) ORDER _____ / IN THE MATTER OF ESTABLISHING A .75
AND ORDER:) FTE OFFICE ASSISTANT 2 POSITION EFFECTIVE SEPTEMBER
) 1, 2006 IN THE DEPARTMENT OF HEALTH & HUMAN SERVICES
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WHEREAS, performance management is a core strategy of Lane County and a priority for the Department of Health & Human Services; and

WHEREAS, Lane County Department of Health & Human Services administers prevention services for Lane County; and

WHEREAS, additional staff is necessary to provide support for performance management and prevention services; and

WHEREAS, funding for the additional staff will come from reallocating prevention dollars allocated to extra help and from an adjustment to the H&HS departmental indirect assessment;

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish a .75 FTE Office Assistance 2 position effective September 1, 2006 in Fund 286 Department of Health & Human Services.

DATED this ____ day of September, 2006

Bill Dwyer, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 8/31/06 lane county
[Signature]
OFFICE OF LEGAL COUNSEL

Personnel Changes

Program	Title/Position Number	FTE Change	Job Code	Effective Date	Position Cost	Benefit Cost
3427016	OA2	.5	A005	9/1/06	\$11,360	\$12,309
3427010	OA2	.25	A005	9/1/06	\$5,680	\$6,155
TOTAL						

Materials & Services Changes

Program	Line Item	Cost
TOTAL		

TOTAL ORDER CHANGE	\$35,504
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