

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 3/27/2012	(3) CONTACT/PHONE Penny Borenstein, MD, MPH, Health Officer 805-781-5519	
(4) SUBJECT Request to approve a resolution amending the Position Allocation List for Fund Center 160 - Public Health Department replacing one full-time Accounting Technician position with one full-time Accountant I/II position.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 160 – Public Health Department replacing one full-time Accounting Technician position with one full-time Accountant I/II position.			
(6) FUNDING SOURCE(S) Federal/State/County	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$4,046 - \$15,873	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(19) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors
FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, MD, MPH, Health Officer
DATE: 3/27/2012
SUBJECT: Request to approve a resolution amending the Position Allocation List for Fund Center 160 - Public Health Department replacing one full-time Accounting Technician position with one full-time Accountant I/II position.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 160 – Public Health Department replacing one full-time Accounting Technician position with one full-time Accountant I/II position.

DISCUSSION

As of December 31, 2011, a full-time Accounting Technician position became vacant. An evaluation of the position's duties and level of responsibility was completed by Health Agency staff. Based on that evaluation, a request was made to Human Resources to determine the appropriate classification for the position. Based on the duties to be performed by the position, Human Resources recommends the position be classified as an Accountant I/II.

The position performs key activities relative to approximately \$6 million of expense and revenue in several Public Health Department programs. The Human Resources Department concluded that the statistical evaluation, quality assurance and budgeting activities assigned to the position were more appropriately performed by an Accountant I/II than an Accounting Technician.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department and the Administrative Office have reviewed the change and agree with the recommendation.

FINANCIAL CONSIDERATIONS

The total additional annual cost associated with the recommended change is between \$4,046 - \$15,873, depending on whether an Accountant I or II is hired. By the time the recruitment is conducted and the position is filled, the increased cost in the current year will be minimal. For FY 2012-13, the Department will absorb the increase in cost through managing vacancies and other factors. There will be no increase in the need for General Fund support associated with the recommended change in either the current or future budget years.

RESULTS

Approval of the proposed minor reorganization is expected to strengthen financial and budgetary oversight for the Public Health Department. Replacement of the position contributes to a more efficient and cost effective Public Health

Department, supporting the County's vision of a healthy and well governed community.

ATTACHMENTS

1. Resolution amending Position Allocation List