Health Department

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MEMORANDUM

Date: **July 11, 2019**

To: **Davis County Budget Committee**

From: **Brian Hatch**
Director, Health Department

RE: **Immunizations Office Specialist II - Part-time to Full-time**

Summary: The Immunization Bureau of the Health Department currently has a vacant part-time (24-29 hrs/wk) merit status Office Specialist II position. We have assessed the position, the needs of the Immunization Bureau and have determined an increase in the number of hours worked by the Office Specialist II will be operationally beneficial.

Proposal: We propose changing the status of the current vacant Office Specialist II position from part-time (24-29 hours/week) merit status to full-time (40 hrs/wk) merit status. We have analyzed our operational needs and discussed the reclass with Human Resources.

Costs of the Proposal: Currently, the Office Specialist II position is budgeted at $33,615 including benefits. Changing the status of the position to full-time will increase the personnel budget by approximately $8,000 in 2019. The increase needed for the 2019 budget will come from attrition savings from a reduction in the hours allocated to our seasonal immunization staff. We also project a savings of approximately $20,000 due to the delayed hiring of staff because of the lack of vaccine availability.

The estimated cost for a full-time Office Specialist II, budgeted at the beginning of the salary range and including benefits is $47,500 annually. In future years, the increased full-time salary will be absorbed and will be covered entirely by revenue generated by the Immunization program.

Benefits of the Proposal: The increase in hours will allow us to better serve the citizens of Davis County, provide more flexibility to the current staff and will maximize the delivery of immunization services and increase associated revenues.

I appreciate your willingness to consider this request and I look forward to presenting this at the next budget meeting, if needed. Please feel free to contact me with any questions you may have.