Health Department

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MEMORANDUM

Date: 4/2/2021

To: Budget Committee

From: Health Department – Brian Hatch

RE: Request to change a vacant Administrative Secretary to a Community Health Educator position

Summary: The Health Department currently has a vacant Administrative Secretary position due to the recent resignation of Sonia Siguenza. The Administrative Secretary position is no longer a good fit for the work being performed by that position and needs to be changed to a Community Health Educator position, which better aligns with the job duties assigned.

Proposal: After discussing the situation with Human Resources and reviewing the needs of the Department, we have come to the following proposal to the Budget Committee. We propose converting the Administrative Secretary position to a Community Health Educator position.

Costs of the Proposal: Currently, the Administrative Secretary (Grade 15) position is budgeted at $56,567, including benefits. Converting the position to a Community Health Educator position should not create an increase to the personnel budget for 2021. The Community Health Educator position is a higher grade and would have a budget impact in the future.

The estimated costs for each Community Health Educator level (entry level w/benefits) would be as follows:

Community Health Educator I (Grade 15) - $46,000 / Year

Community Health Educator II (Grade 17) - $51,000 / Year

Benefits of the Proposal: Changing the position to a Community Health Educator will align the actual duties assigned/performed by the employee to the job classification and will increase the department's ability to provide appropriate services to seniors in the County.

Other considerations, if applicable: None

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.