



HEALTH SERVICES AGENCY
ADMINISTRATION

COUNTY OF SANTA CRUZ 217

HEALTH SERVICES AGENCY

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December 29, 1998

AGENDA: January 12, 1999

BOARD OF SUPERVISORS

Santa Cruz County
701 Ocean Street
Santa Cruz, CA 95061

RE: APPROVE CHANGE IN AUTHORIZED POSITIONS FOR THE DISEASE CONTROL
UNIT

Dear Board Members:

The Health Services Agency requests the following change in authorized staffing in the Public Health Division's Disease Control unit: the deletion of a vacant 0.8 FTE Public Health Nurse II position and the addition of a 1 .0 FTE Program Coordinator position. This proposed change, which affects the immunization program, is budget neutral and will not require a budget revision, as it is completely funded by outside sources already included in the 1998/99 adopted County budget.

For several years, a 0.8 FTE Public Health Nurse II has acted as the County's liaison between the State Department of Health Services (DHS) Immunization Branch and various local immunization providers who receive and use State vaccines. The County has been responsible for vaccine inventory control, preparation and submittal of State required reports, provision of educational information to individuals and to local health care facilities, and carrying out other activities as detailed in the State immunization subvention contract. This position has ongoing funding by a combination of State and federal sources.

This Public Nurse II position has recently become vacant. For both program and budgetary reasons, HSA is recommending that this position be deleted and replaced with a full-time Program Coordinator. Programmatically, the day-to-day activities of the immunization coordinator focus on making and maintaining contacts with local immunization providers and complying with various State reporting requirements. These activities do not require the professional level education, skills, and training of a public health nurse. Medical direction and professional review are available via other professional medical staff in the Disease Control unit. HSA is also requesting this staffing change to meet immunization program objectives while continuing to operate within expected future revenues. The federal portion of the immunization subvention will be reduced by next year, according to the State DHS Immunization Branch. The annualized cost of a full-time Program Coordinator (\$42,422 at Step 3 with benefits) is less than that of the existing part-time Public Health Nurse position (\$44,819 at Step 3 - 80% position with

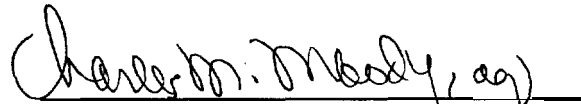
benefits) and will be fully covered by the anticipated 1999-2000 State and federal revenue. HSA will incur no additional County cost nor adverse program impacts as a result of this change.

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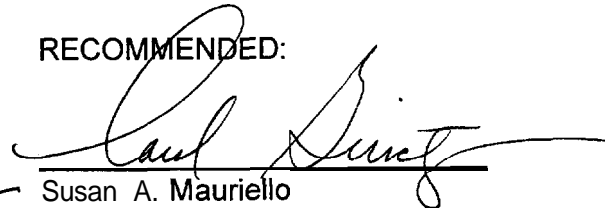
It is therefore RECOMMENDED that your Board:

1. Authorize the deletion of a vacant 0.8 FTE Public Health Nurse II position (position code:PH5034JA), Budget Unit 362610, and the addition of a 1 .0 FTE Program Coordinator position in the Disease Control unit, and refer to County Personnel for classification.

Sincerely,


Charles M. Moody, HSA Administrator

RECOMMENDED:


for Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
County Counsel
HSA Administration
HSA Fiscal
HSA Personnel
County Personnel
SEIU