



County of Santa Cruz ⁰¹⁹⁷

HEALTH SERVICES AGENCY

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ENVIRONMENTAL HEALTH

September 21, 1999

AGENDA: October 5, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Subject: Adjustment of Staffing for Water Resources and Wastewater Management in Environmental Health

Members of the Board:

Beginning in fiscal year 1998-99, your Board authorized the addition of a staff position in Environmental Health to perform various duties related to water resource monitoring. That position was originally designated at the Environmental Health Aide level. Based on several factors, HSA is now recommending that your Board approve converting that position to a level comparable to Resources Planner, in order to perform a higher level of technical work as needed to support both the water resources and wastewater management functions of Environmental Health.

The 1999-00 budget for Environmental Health includes a total of three Environmental Health Aide positions, including the position created for water resources monitoring. Currently two of the Aide positions are vacant. HSA believes it is appropriate to **convert** one of the Aides to a Resource Planner III to provide a higher level of technical and analytical support for both water resources and wastewater management functions. The remaining Aide positions would continue to perform the basic monitoring **functions** of both programs.

The specific reasons for creating a higher level position are as follows:

1. The position formerly designated as Water Quality Program Manager has been assigned much broader administrative functions and now needs assistance in report preparation, data analysis, and grant administration in both water resources and wastewater programs.
2. Significant parts of the work of the current water resources Aide have evolved into work that is more consistent with the responsibilities of a Resources Planner.
3. Various factors have made the recruitment and retention of the Environmental Health Aide difficult.

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4. Environmental Health is striving to implement a number of other new and expanded efforts regarding water and wastewater, including:
- Review and development of improved septic policies, programs, and informational material, as recommended by the Environmental Health Task Force,
 - Development of new programs for well metering, monitoring, and water conservation,
 - Mapping and evaluation of water supply usage under County jurisdiction,
 - Grant-funded efforts to better link water supply protection with general watershed protection efforts,
 - Completion of grant-funded watershed management projects, and
 - Active participation in the County's expanding water resources management efforts.

It is expected that the workload of the proposed position will be divided between wastewater management (CSA 12A) (35%), and water resources and watershed management (65%). (Water resources monitoring would continue to be a part of the work program of one of the other Environmental Health Aides.) Examples of specific duties for the new Resources Planner Position would include:

- Prepare report sections for the updated San Lorenzo Watershed Management Plan
- Assist in preparation of the annual Report for the San Lorenzo Wastewater Management Program.
- Develop computer programs and procedures for notifying property owners of the need to pump their septic tanks.
- Develop computer programs and procedures for notifying owners of pending septic system inspections in their area.
- Assist in developing public outreach materials, and policies for implementation of Task Force recommendations.
- Assist in obtaining and administering grants for San Lorenzo Drinking Water Source Protection (Turbidity and bacterial contamination), and other drinking water source protection efforts.
- Assist in developing requirements and ongoing programs for critical area well metering.
- Plan and direct study for assessment of private water usage from wells and stream diversions along Lower Soquel Creek.
- Assist in planning and coordinating programs for improved urban runoff monitoring and management (to support efforts of Planning and Public Works).
- Assist in overseeing and coordinating the work of EHS staff for management of water resources data.

The estimated annual cost of the new position will be \$59,389. The wastewater management (CSA 12A) share of this would be \$20,786, which is the amount needed to make up the difference between the budgeted cost of an Aide and the proposed cost of a Resource Planner III. Funds are available in the CSA 12A budget (Budget Index 133608, subobject 3665). The increased contribution from CSA 12A is reflected in the attached resolution accepting and appropriating unanticipated revenue from CSA 12A into Environmental Health (Index 362860).

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It is therefore RECOMMENDED that your Board:

1. Approve the addition of 1.0 FTE Resources Planner III and the deletion of 1.0 FTE Environmental Health Aide from the Environmental Health Budget (362860).
2. Approve the increased contribution **from** CSA 12A to Environmental Health and the attached resolution accepting and appropriating unanticipated revenue.
3. Direct the Personnel Department to classify the new position.

Sincerely,

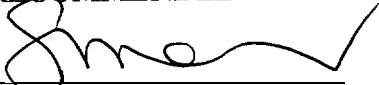


John A. Ricker
Acting Environmental Health Director



Charles M. Moody
Health Service Agency Administrator

RECOMMENDED



Susan A. Mauriello
County Administrative Officer

cc: Planning
Personnel , **Central
Personnel, HSA
HSA Administration
CAO
Auditor- Controller
County Counsel
SEIU**

0200

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from COUNTY SERVICE AREA 12,
ZONE A for wastewater management _____ program; and

WHEREAS, the County is recipient of funds in the amount of \$ 20,786 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 20,786 into Department HEALTH SERVICE AGENCY

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	362860	1618	ENV. HEALTH SVCS.	\$20,786

and that such funds be and are hereby appropriated as follows:

<u>TIC</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	362860	3100		SALARY	\$16,328
	"	3155		RETIREMENT	2,008
	"	3150		OASDI	1,242
	"	3160		BENEFIT INSUR.	1,208

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

By Charles Moody Jr
Department Head

Date 9 21 99

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COUNTY ADMINISTRATIVE OFFICER /_____/ Recommended to Board
/_____/ Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:
Henry A. Oberhelman III
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:
Ronald J. Silver 9/22/99
Auditor-Controller

- Distribution:
Auditor-Controller
County Counsel
County Administrative Officer
Originating Department