



## New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position or a change to an existing position, and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

### BASIC INFORMATION

Date request submitted: 3/1/2022

Department making the request: Department of Community Services

Contact Person: Shelby Milliren/Nick Burton

Telephone Extension: 8022/8844

Class of position requested: Road Maintenance Worker

# FTE requested: 3.0

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: )

If extra help list dates: to

Org Unit #: 0301-20-3011

Org Unit Name: Roads/Public Works

Accounting Unit: 0301-20-3011-6403

Direct supervisor/manager: Ed Medina

Location (address): 292 W Beamer St, Woodland, CA

### JUSTIFICATION FOR REQUESTED POSITION

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

The current County Pavement Condition Index (PCI), which is a health rating for roads which ranges from 0 to 100 (100 being a brand-new road and 0 being a failed road reverted to gravel), is 47. The Public Works Director has been working on a long-term plan to increase this rating and improve the road network in the county. There are approximately 24 projects that remain to be completed and in order to prepare all of these roads for the proposed treatments, County Roads crews are being used to prepare roughly half the roads prior to the identified treatments being applied. To keep up with the increased need for road maintenance, Public Works will be adding three (3.0 FTE) Road Maintenance Workers positions in FY22-23.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the [strategic plan](#) and department goals.)

Some of Yolo County's core values will also be met including **Service** since this position will provide the best available assistance, **Performance** as challenges will arise demonstrating pride and ownership of work to internal and external customers, and **Teamwork** as this position will have opportunities to share ideas and improve delivery of services throughout the department and other County departments.

The County's guiding principle of **Operational Excellence** will also be met as this position will help the department provide accessible, fiscally sound, and responsive services to maximize success.

In additional, the 3 new Roads Maintenance Workers will help the achieve the department goal of having a safe, efficient, fiscally sound county roadway system.

**Budget impact of this position.** (Explain how this position will be funded.)

The budget impact of this position would be approximately \$287,000 for FY22-23, however there could potentially be salary savings if the positions are not filled 7/1/2022. The position will be funded with SB-1 (State) revenue and will never rely on General Fund.

**Approved By:**

Shelby 

**Date:**

3/20/2022



# New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position or a change to an existing position, and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

## BASIC INFORMATION

Date request submitted: 3/1/2022

Department making the request: Department of Community Services

Contact Person: Shelby Milliren/Leslie Lindbo

Telephone Extension: 8022/8581

Class of position requested: Senior Planner

# FTE requested: 1.0

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: )

If extra help list dates: to

Org Unit #: 0100-20-2971

Org Unit Name: Planning Division

Accounting Unit: 0100-20-2971-6300

Direct supervisor/manager: Stephanie Cormier / Leslie Lindbo

Location (address): 292 W beamer St., Woodland, CA

## JUSTIFICATION FOR REQUESTED POSITION

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

The State of CA Department of Housing and Community Development (HCD) requires local planning departments to update the Housing Element of the General Plan approximately every eight years to ensure the regional housing needs are met. In the latest update, being presented to the Board in 2021, HCD expanded the existing requirements and added new requirements that are unfunded mandates which we are unable to accomplish with existing staffing. This includes an annual report to HCD, revising and updating local ordinances to comply with standards, increase public outreach, establish mechanisms to prevent unfair or discriminatory housing, set protocols for receiving and responding to fair housing complaints, coordinating with Yolo County Housing to future the goals, further broadband access equity, improve fee and rate transparency, and many other goals. To date, we have been using existing staffing and consultants. However, staff are working overtime hours and are struggling to meet deadlines. The work requires a high level of professional planning experience and an intimate knowledge of local ordinances and the General Plan.

Additionally, in a 2019 Settlement Agreement with Tuleyome, the County agreed to prepare guidelines for the assessment of environmental impacts under CEQA ("County CEQA Guideline") The Agreement specifies substantive and procedural requirements, as well as meet and confer with Tuleyome and public outreach efforts. With this settlement, the Board understood this would be funded with General Fund dollars. This is a multi-year effort that will require skill, knowledge and abilities at the Senior Planner level and a significant amount of time. No work has been started on this effort due to lack of staffing. Additional General Funds will be needed on this effort for consultant and county counsel support.

This position will have other duties performing "long range planning" such as other General Plan updates required by law. To the extent feasible, this position will seek grant funding to (hopefully) ease the burden on the General Fund. This position will not have a supervisory role however as a Senior level planner, this position will mentor less experienced staff.

Prior to making this request, staff considered the ability to use existing staffing but there is just no way possible to accomplish the new and expanded requirements with existing staffing. Staff also considered using consultants, however due to the level of local knowledge needed, a consultant would be required to work in partnership with staff, and this

would not result in net savings. Staff considered the possibility of a part time planner instead. However, we believe there is enough work for a full time Senior Planner, and we do not believe we can attract a qualified candidate with a part time position. During the FY22-23 Budget Workshop Meetings, it became very clear there is staffing issues in the County especially with over worked employees. This position will significantly help the other Planning staff from "burnout" and will allow other staff to focus on growing in their positions versus trying to keep up with the workload.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

A key Strategic Plan goal, under "Robust Economy" is "reduce barriers related to the development of affordable housing units. The strategies largely relate to the Housing Element deliverables, including:

- Revise the Zoning Regulations of the Yolo County Code to clarify and simplify development standards, which will better encourage higher density and accessory residential development in designated growth areas, to assist the County in achieving its goal of providing affordable housing by March 31, 2022.
- Expedite qualifying development projects and identify potential parcel or infill opportunities for housing in urbanized areas of unincorporated towns
- Identify other barriers (e.g. impact fees, mitigation requirements, development standards, inclusionary housing requirements, etc.) to affordable housing
- Identify opportunities for the development of affordable housing projects on unused county property by
- Streamline the application process for accessory dwelling units (ADU) and explore amnesty opportunities for existing unpermitted ADUs, including junior ADU's in urbanized areas

Some of Yolo County's core values will also be met including **Service** since this position will provide the best available assistance, **Performance** as challenges will arise demonstrating pride and ownership of work to internal and external customers, and **Teamwork** as this position will have opportunities to share ideas and improve delivery of services throughout the department and other County departments.

The County's guiding principle of **Operational Excellence** will also be met as this position will help the department provide accessible, fiscally sound, and responsive services to maximize success.

**Budget impact of this position.** (Explain how this position will be funded.)

General Funds will need to be allocated for the full cost of this position, however as stated above, to the extent feasible, this position will seek grant funding to hopefully ease the burden on the General Fund. This request is for a permanent, full time position. The cost is approximately \$166,000 (Step 3) for FY22-23 and will be ongoing in future fiscal years.

**Approved By:**



**Date:**

3/20/2022



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION 3, CHAPTER 1.101, FORM A

#### POSITION REQUEST FORM

**This form is for requests to fill full-time, part-time, permanent, and/or limited-term positions. For Extra Help positions, please fill out 3.1.101 Form B: Extra Help Request Form.**

**Unless otherwise stated, all information should be filled out by the hiring manager.**

#### SECTION A: POSITION INFORMATION

Branch: <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Adult and Aging <input type="checkbox"/> Child, Youth, and Family <input type="checkbox"/> Community Health <input type="checkbox"/> Service Centers	
Benefiting Program(s): Payment & Issuance	Benefiting Subprogram(s):
Hiring Manager: John Buzolich	Telephone Extension: 530-666-8689
Supervisor for Position: David Kariuki	
Position #: New Request	Vacancy Date:
Current Position Classification: New Request	Class of Position Requested: Accountant II
# of FTE Requested: <u>1</u>	List Type: <input checked="" type="checkbox"/> Internal Recruitment <input checked="" type="checkbox"/> External Recruitment
Permanent or Limited Term: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time (hours per week: _____)
Bilingual Required or Preferred: <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address): 137 N. Cottonwood St Woodland, Ca 95695	Cubicle/Office #: TBD
Date Request Submitted: <u>3/6/22</u>	

#### POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification.  <b>If you selected this option, you may leave the remaining sections of this form blank. Please return form to HHSA Human Resources.</b>	<input checked="" type="checkbox"/> I am requesting an additional FTE. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification from another Branch. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification within my own Branch. <b>If you selected any of these three options, please complete Section B and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources.</b>
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# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION B: POSITION JUSTIFICATION

**1. Why is this position needed? What would be the impact if this position is not approved?**

Fiscal is in need of a full time Accountant II in the Accounts Payable unit. The number and complexity of contracts to be paid has increased with COVID response and other expanded services such as homelessness. Contract payment processing takes additional time to ensure compliance with agreement terms and reviewing support documentation.

**2. What critical duties will the position have? Are these new duties, or is there another position or classification performing these duties?**

Processing contract invoices for payment, reviewing invoices to ensure they are adequately supported by documentation from the vendor and approved internally by the correct branch. Applying accounting details and coding splits to distribute costs correctly to the right programs or buildings (example, does an expense need to be charged to a single program or should it be distributed to all occupants of a building by occupancy factor).

**3. Is this a Supervisory position? If so, please explain how many staff this position will supervise.**

The Accountant II is in the supervisory association MOU, but the position will not supervise staff.

**4. Have you explored alternative measures to accomplish the duties of this position, such as extra help or web-based resources? If so, what have you tried or considered?**

Invoice review for compliance with contract terms and conditions is a highly manual process and requires learning and ongoing familiarity with each new contract engaged by HHSA. Account coding decisions and distribution formulas has been explored through software solutions and will be considered in future Infor updates, but for immediate needs the work is done manually.

**POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:**

This position is being requested NOT as part of the annual budget process

If you selected this option, you may leave the remaining section of this form blank. Please return form to HHSA Human Resources.

This position is being requested as part of the annual budget process

If you selected this option, please continue to Section C and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources (HR) for approval and then HR will give the form to the HHSA Fiscal Manager.



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION C: APPROVALS

##### HSA BRANCH DIRECTOR REVIEW

**Branch Director Recommendation:**  Approved  Disapproved

**Comments:**

**Branch Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

##### HSA HUMAN RESOURCES REVIEW

**HR Recommendation:**  Approved  Disapproved

**Comments:**

**HR Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION 3, CHAPTER 1.101, FORM A

#### POSITION REQUEST FORM

**This form is for requests to fill full-time, part-time, permanent, and/or limited-term positions. For Extra Help positions, please fill out 3.1.101 Form B: Extra Help Request Form.**

**Unless otherwise stated, all information should be filled out by the hiring manager.**

#### SECTION A: POSITION INFORMATION

Branch: <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Adult and Aging <input type="checkbox"/> Child, Youth, and Family <input type="checkbox"/> Community Health <input type="checkbox"/> Service Centers	
Benefiting Program(s): Public Health	Benefiting Subprogram(s):
Hiring Manager: Lucy Chavez	Telephone Extension: 530-309-5835
Supervisor for Position: Lucy Chavez	
Position #: New Request	Vacancy Date:
Current Position Classification: New Request	Class of Position Requested: Accountant III
# of FTE Requested: 1	List Type: <input checked="" type="checkbox"/> Internal Recruitment <input checked="" type="checkbox"/> External Recruitment
Permanent or Limited Term: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time (hours per week: _____)
Bilingual Required or Preferred: <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address): 137 N. Cottonwood St Woodland, Ca 95695	Cubicle/Office #: TBD
Date Request Submitted: _____	

#### POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification.  <b>If you selected this option, you may leave the remaining sections of this form blank. Please return form to HHSA Human Resources.</b>	<input checked="" type="checkbox"/> I am requesting an additional FTE. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification from another Branch. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification within my own Branch. <b>If you selected any of these three options, please complete Section B and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources.</b>
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# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION B: POSITION JUSTIFICATION

**1. Why is this position needed? What would be the impact if this position is not approved?**

HHSA Admin is in need of a full time Accountant III to supervise five staff dedicated to all Public Health fiscal responsibilities. This includes financial management of 8 budget units with numerous cost centers and many independent grants and allocations, all with separate claims and requirements from the State and Federal government. The standard ratio of fiscal staff to supervisor in HHSA Administration currently is 5/1, and the supervisor these fiscal staff report to today has a 10/1 ratio. This is completely unsustainable, and poses a potential union grievance situation if this new position is not approved.

**2. What critical duties will the position have? Are these new duties, or is there another position or classification performing these duties?**

The major duty of this position will be supervising the five staff, which ensures the proper accounting policies and procedures will be followed, and that all federal and state revenue will be maximized for Public Health programs. Public Health programs live in 3 of the 4 program branches in HHSA (A&A, CYF, CH), and therefore the accounting and cost allocation responsibilities are highly detailed and complex, and require high level of attention and accounting expertise for proper approvals.

**3. Is this a Supervisory position? If so, please explain how many staff this position will supervise.**

Yes, this a supervisory position. This position will supervise five professional and para-professional level accounting staff.

**4. Have you explored alternative measures to accomplish the duties of this position, such as extra help or web-based resources? If so, what have you tried or considered?**

Yes, we have explored alternatives, but the current supervisor over these program is not able to fulfill the full capacity of supervision needed due to having 10 direct reports. This position is not appropriate for extra help.

**POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:**

This position is being requested NOT as part of the annual budget process

If you selected this option, you may leave the remaining section of this form blank. Please return form to HHSA Human Resources.

This position is being requested as part of the annual budget process

If you selected this option, please continue to Section C and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources (HR) for approval and then HR will give the form to the HHSA Fiscal Manager.



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION C: APPROVALS

#### HSA BRANCH DIRECTOR REVIEW

**Branch Director Recommendation:**  Approved  Disapproved

**Comments:**

**Branch Director Signature:** Rebecca Mellott Digitally signed by Rebecca Mellott  
Date: 2022.03.07 12:15:31 -08'00'

**Date:** 3/4/2022

#### HSA HUMAN RESOURCES REVIEW

**HR Recommendation:**  Approved  Disapproved

**Comments:**

**HR Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION 3, CHAPTER 1.101, FORM A

#### POSITION REQUEST FORM

**This form is for requests to fill full-time, part-time, permanent, and/or limited-term positions. For Extra Help positions, please fill out 3.1.101 Form B: Extra Help Request Form.**

**Unless otherwise stated, all information should be filled out by the hiring manager.**

#### SECTION A: POSITION INFORMATION

Branch: <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Adult and Aging <input type="checkbox"/> Child, Youth, and Family <input type="checkbox"/> Community Health <input type="checkbox"/> Service Centers	
Benefiting Program(s): Behavioral Health	Benefiting Subprogram(s): Adult MH Outpatient Services
Hiring Manager: Mila Green	Telephone Extension: 8544
Supervisor for Position: Medical Director, currently vacant	
Position #: P938698	Vacancy Date: 4/1/2022
Current Position Classification: Medical Assistant	Class of Position Requested: Medical Assistant
# of FTE Requested: 1	List Type: <input type="checkbox"/> Internal Recruitment <input checked="" type="checkbox"/> External Recruitment
Permanent or Limited Term: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time (hours per week: <u>25</u> )
Bilingual Required or Preferred: <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s): Spanish
Location of Position (Address): 500 W Jefferson Blvd suite 150 West Sacramento CA	Cubicle/Office #: yet to be assigned
Date Request Submitted: <u>2/25/22</u>	

#### POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification.  <b>If you selected this option, you may leave the remaining sections of this form blank. Please return form to HHSA Human Resources.</b>	<input checked="" type="checkbox"/> I am requesting an additional FTE. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification from another Branch. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification within my own Branch. <b>If you selected any of these three options, please complete Section B and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources.</b>
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# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION B: POSITION JUSTIFICATION

**1. Why is this position needed? What would be the impact if this position is not approved?**

BH expanded its use of telemedicine to include offering three days a week of prescriber services at the West Sac clinic. However a relevant medical staff member who can take client vitals, assist with telemedicine service delivery and support the assigned prescribers is also needed for this service to be delivered effectively. Without this support, telemedicine services at West Sac clinic can only be offered 1 day a week when an RN is already scheduled onsite for injection clinic. This reduction in telemedicine services negatively impacts client service quality, prescribers' ability to do thorough assessments, and our ability to bill for delivered services.

**2. What critical duties will the position have? Are these new duties, or is there another position or classification performing these duties?**

Take client vitals, having clients signed medical consent and medication service plan documents, running the telemedicine equipment from the HHSA clinic, escorting clients to/from the session; facilitating prescriber follow up need for quality client service. This same position exists and is assigned to the Woodland clinic to support full-time use of our telemedicine equipment in the Woodland clinic.

**3. Is this a Supervisory position? If so, please explain how many staff this position will supervise.**

No

**4. Have you explored alternative measures to accomplish the duties of this position, such as extra help or web-based resources? If so, what have you tried or considered?**

Assigning this work even one day a week to onsite RN staff unreasonably diminishes their ability to service injection clients schedule for that date. There are no other available medical staff.

**POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:**

This position is being requested NOT as part of the annual budget process

If you selected this option, you may leave the remaining section of this form blank. Please return form to HHSA Human Resources.

This position is being requested as part of the annual budget process

If you selected this option, please continue to Section C and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources (HR) for approval and then HR will give the form to the HHSA Fiscal Manager.



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION C: APPROVALS

#### HESA BRANCH DIRECTOR REVIEW

Branch Director Recommendation:  Approved  Disapproved

Comments:

Branch Director Signature: \_\_\_\_\_ 

Date: \_\_\_\_\_

#### HESA HUMAN RESOURCES REVIEW

HR Recommendation:  Approved  Disapproved

Comments:

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION 3, CHAPTER 1.101, FORM A

#### POSITION REQUEST FORM

**This form is for requests to fill full-time, part-time, permanent, and/or limited-term positions. For Extra Help positions, please fill out 3.1.101 Form B: Extra Help Request Form.**

**Unless otherwise stated, all information should be filled out by the hiring manager.**

#### SECTION A: POSITION INFORMATION

Branch: <input type="checkbox"/> Administration <input type="checkbox"/> Adult and Aging <input type="checkbox"/> Child, Youth, and Family <input type="checkbox"/> Community Health <input checked="" type="checkbox"/> Service Centers	
Benefiting Program(s): CalFresh	Benefiting Subprogram(s):
Hiring Manager: Soua Moua	Telephone Extension: 2702
Supervisor for Position: Soua Moua	
Position #: New 089976	Vacancy Date:
Current Position Classification:	Class of Position Requested: HHS Program Coordinator
# of FTE Requested: <u>1</u>	List Type: <input checked="" type="checkbox"/> Internal Recruitment <input type="checkbox"/> External Recruitment
Permanent or Limited Term: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time (hours per week: _____)
Bilingual Required or Preferred: <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address): 25 N Cottonwood St Woodland Ca	Cubicle/Office #:
Date Request Submitted: <u>2/28/22</u>	

#### POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification.  <b>If you selected this option, you may leave the remaining sections of this form blank. Please return form to HHSA Human Resources.</b>	<input checked="" type="checkbox"/> I am requesting an additional FTE. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification from another Branch. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification within my own Branch. <b>If you selected any of these three options, please complete Section B and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources.</b>
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# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION B: POSITION JUSTIFICATION

**1. Why is this position needed? What would be the impact if this position is not approved?**

Bridge the gap and ensure that all ACLs are implemented and impacts to staff workload and processes are known and addressed. We have many major process changes and or expansions to programs that need someone to take lead on and ensure understanding and impacts of changes to ensure we are implementing accurately and efficiently.

**2. What critical duties will the position have? Are these new duties, or is there another position or classification performing these duties?**

CalFresh expansion/SSI Cash Out Public Charge, ABAWD, COVID Waivers, Changes in Student Eligibility, P-EBT, Elderly Simplified Application Project, Disaster CF, Personal Contact, usNIP (Bonus Bucks), Telephonic Signature Implementation, Dual Enrollment in MC and CF, Revamping internal stats to align with State standards

**3. Is this a Supervisory position? If so, please explain how many staff this position will supervise.**

No

**4. Have you explored alternative measures to accomplish the duties of this position, such as extra help or web-based resources? If so, what have you tried or considered?**

The managers have been trying to keep up with these in addition to their regular assignments not allowing full attention and detail to be given on these very important and impact-ful program changes.

**POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:**

This position is being requested NOT as part of the annual budget process

If you selected this option, you may leave the remaining section of this form blank. Please return form to HHS Human Resources.

This position is being requested as part of the annual budget process

If you selected this option, please continue to Section C and turn in to your Branch Director for approval. Once approved, return form to HHS Human Resources (HR) for approval and then HR will give the form to the HHS Fiscal Manager.



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION C: APPROVALS

##### HSA BRANCH DIRECTOR REVIEW

Branch Director Recommendation:  Approved  Disapproved

Comments:

Branch Director Signature: Tanya Provencher Digitally signed by Tanya Provencher  
Date: 2022.03.01 09:46:58 -08'00'

Date: 3/1/2022

##### HSA HUMAN RESOURCES REVIEW

HR Recommendation:  Approved  Disapproved

Comments:

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION 3, CHAPTER 1.101, FORM A

#### POSITION REQUEST FORM

**This form is for requests to fill full-time, part-time, permanent, and/or limited-term positions. For Extra Help positions, please fill out 3.1.101 Form B: Extra Help Request Form.**

**Unless otherwise stated, all information should be filled out by the hiring manager.**

#### SECTION A: POSITION INFORMATION

Branch: <input type="checkbox"/> Administration <input type="checkbox"/> Adult and Aging <input type="checkbox"/> Child, Youth, and Family <input type="checkbox"/> Community Health <input checked="" type="checkbox"/> Service Centers	
Benefiting Program(s): Medi-Cal	Benefiting Subprogram(s):
Hiring Manager: Cindy Martin	Telephone Extension: 6241
Supervisor for Position: Cindy Martin	
Position #: New 969404	Vacancy Date:
Current Position Classification:	Class of Position Requested: HHSA Program Coordinator
# of FTE Requested: <u>1</u>	List Type: <input checked="" type="checkbox"/> Internal Recruitment <input type="checkbox"/> External Recruitment
Permanent or Limited Term: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time (hours per week: _____)
Bilingual Required or Preferred: <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address): 500A Jefferson Blvd West Sacramento Ca	Cubicle/Office #:
Date Request Submitted: <u>2/28/22</u>	

#### POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification.  <b>If you selected this option, you may leave the remaining sections of this form blank. Please return form to HHSA Human Resources.</b>	<input checked="" type="checkbox"/> I am requesting an additional FTE. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification from another Branch. <input type="checkbox"/> I am requesting to re-allocate a current budgeted FTE to a different classification within my own Branch. <b>If you selected any of these three options, please complete Section B and turn in to your Branch Director for approval. Once approved, return form to HHSA Human Resources.</b>
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# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION B: POSITION JUSTIFICATION

**1. Why is this position needed? What would be the impact if this position is not approved?**

Bridge the gap and ensure that all ACWDLs are implemented and impacts to staff workload and processes are known and addressed. We have many major process changes and or expansions to programs that need someone to take lead on and ensure understanding and impacts of changes to ensure we are implementing accurately and efficiently.

**2. What critical duties will the position have? Are these new duties, or is there another position or classification performing these duties?**

CalAIM, Asset Verification Program, Provisional Postpartum Care Extension, Postpartum MC Expansion, Full Scope MC Expansion to Undoc Population, Public Charge, Telephonic Signature Implementation, Dual Enrollment in MC and CF, Revamping internal stats to align with State standards

**3. Is this a Supervisory position? If so, please explain how many staff this position will supervise.**

No

**4. Have you explored alternative measures to accomplish the duties of this position, such as extra help or web-based resources? If so, what have you tried or considered?**

The managers have been trying to keep up with these in addition to their regular assignments not allowing full attention and detail to be given on these very important and impact-ful program changes.

**POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:**

This position is being requested NOT as part of the annual budget process

If you selected this option, you may leave the remaining section of this form blank. Please return form to HHS Human Resources.

This position is being requested as part of the annual budget process

If you selected this option, please continue to Section C and turn in to your Branch Director for approval. Once approved, return form to HHS Human Resources (HR) for approval and then HR will give the form to the HHS Fiscal Manager.



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION C: APPROVALS

##### HSA BRANCH DIRECTOR REVIEW

Branch Director Recommendation:  Approved  Disapproved

Comments:

Branch Director Signature: Tanya Provencher Digitally signed by Tanya Provencher  
Date: 2022.03.01 09:46:06 -08'00'

Date: 3/1/2022

##### HSA HUMAN RESOURCES REVIEW

HR Recommendation:  Approved  Disapproved

Comments:

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

### Basic Information

Date request submitted: 5/18/22

Department making the request: Library

Contact Person: Meredith Beales

Telephone Extension: 8085

Class of position requested: Library Assistant I

# FTE requested: 0.75

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: )

If extra help list dates: to

Org Unit #: 1601-68-6051

Org Unit Name: County Library Services

Accounting Unit: 1601-68-6051-5600

Direct supervisor/manager: Elizabeth Gray, Library Central Services Manager

Location (address): 226 Buckeye Street, Woodland, CA 95695

### Justification for Requested Position

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

When library collection items are returned by customers, they are checked in and either put back on the shelf, or routed to another branch. An item is routed to another branch either because a customer has placed a hold on it, or it is being returned to its home library location. Our library collection includes not just books, but DVDs, hotspots, GoPros, board games, bilingual backpacks, and a variety of kits, including but not limited to storytime kits, discovery kits for teens and adults, and STEM2Go kits.

Currently the Library department has an MOU with the Probation department to provide daily (Monday – Friday) courier services between library branches and the Shipley Walters Center for Archives and Library Services in Woodland. The Library department believes it can save money and reduce service interruptions by taking over the courier service with a 0.75 FTE Library Assistant I. Using the Library's van, the employee would start at the Shipley Walters Center for Archives and Library Services, pick up courier bins and other library materials, drop off and pick up bins and other materials from the branches that are open for service on that day, and return to the Shipley Walters Center for Archives and Library Services. They would then drop off the remaining bins and sort library materials as needed. Additional time would be used to assist Technical Services staff with database management, interlibrary loans, processing book orders, or attending Library trainings or committee meetings. This position would not supervise other staff.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

This position supports the following BOS goal: Thriving Residents - Support social, economic and physical environments which promote good health and protect vulnerable populations so that community members and future generations have the opportunity to learn and grow to their full potential. It supports the Library department's goal to ensure residents read and thrive.

Routing books and other collection items between libraries ensures that customers' holds are fulfilled in a timely manner and allows us to maintain varied and equitable collections at the various library locations. Providing such diverse collections helps us promote reading, entertainment, and the exploration of new skills and hobbies.

**Budget impact of this position.** (Explain how this position will be funded.)

The Library is currently paying the Probation Department to provide its courier service, and these funds are projected to be sufficient to cover the cost of this position and the gas to fuel the Library department's van.

**Approved By:**

**Date:**



# New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position or a change to an existing position, and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

## BASIC INFORMATION

Date request submitted: 5/19/2022

Department making the request: Probation

Contact Person: Laura Liddicoet

Telephone Extension: x5329

Class of position requested: Deputy Probation Officer

# FTE requested: 1

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: )

If extra help list dates: to

Org Unit #: 75

Org Unit Name: PROB-Supervision

Accounting Unit: 0202-32-2612-6030

Direct supervisor/manager: William Oneto – Probation Division Manager, Nancy Rocha-Torres – Supervising Probation Officer

Location (address): 725 Court Street, Woodland, CA 95695

## JUSTIFICATION FOR REQUESTED POSITION

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

The Yolo County Probation Department has been approved to receive additional funding from the Yolo Superior Court of California, County of Yolo as a pass through from the State of California related to Senate Bill 129 to expand the Yolo County Pretrial Release Program. The Yolo County Board of Supervisors approved the MOU with the Yolo County Superior Court as well as these positions on December 7, 2021. The increase in staffing is intended to facilitate a 365-day operation and achieve the following objectives:

- These additional positions will allow the Probation Department to expand program capacity to conduct risk assessments on 100% of felony bookings (within certain agreed upon exemptions)
- Reduce time spent in custody during pre-arraignment by giving the program capacity to complete pre-trial risk assessments to facilitate a release decision within 12-18 hours of being booked into the Yolo County Jail.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

These positions will contribute to the Safe Communities and Thriving Resident Yolo County Strategic Plan Goals by expanding the Yolo County Probation Department Pretrial Program to a 365-day operation which will ensure that assessments to facilitate release decisions are done within 18 hours of being booked into the Yolo County Jail ensuring that high risk offenders stay in custody and lower risk offenders are released back into the community.

**Budget impact of this position.** (Explain how this position will be funded.)

California Senate Bill 129 amended the Budget Act of 2021 to allocate \$140,000,000 "to the Judicial Council to fund the implementation and operation of ongoing court programs and practices that promote the safe, efficient, fair and timely pretrial release of individuals booked into jail. The purpose of this funding is to provide courts with information and resources to support: (a) judicial officers in making pretrial release decisions that impose the least restrictive conditions to address public safety and return to court; and (b) implementation of appropriate monitoring practices and provision of services for released individuals."

SB 129 requires the Judicial Council of California to distribute this funding to 58 California courts and county supervision agencies, providing them with the resources necessary to assist judicial officers in making pretrial release decisions based on the least restrictive conditions, while ensuring public safety.

The allocation for the Yolo County Probation Department is a one-time amount of \$969,554 and an annual amount of \$529,920, neither of which is to be rolled over beyond June 30, 2024. With the cost of a Deputy Probation Officer being approximately \$140,000, this funding allows the Department's Pretrial Services Unit to grow by 4-6 staff, drawing down the yearly and one-time funding over the next three fiscal years (4 staff = \$560,000 annually; 5 staff = \$700,000 annually; 6 staff = \$840,000 annually). Additionally, a 0.5 FTE clerical support position would be added to track data. Please note, salaries will vary based on individual in position.

The department has completed an internal recruitment to fill these positions and has selected several current FTEs from the JDF. With the BOS reaffirming their decision to proceed with closing the JDF in the near future, hiring existing FTEs will allow for minimal staff impacts up on closure.

**Approved By:**

**Date:**



# New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

## Basic Information

Date request submitted: 05.23.2022

Department making the request: Public Defender's Office

Contact Person: Tracie Olson

Telephone Extension: 8167

Class of position requested: Paralegal

# FTE requested: 1

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: **August 2023**)

If extra help list dates: \_\_\_\_\_ to \_\_\_\_\_

Org Unit #:

Org Unit Name:

Accounting Unit:

Direct supervisor/manager: Tracie Olson

Location (address): 814 North Street, Woodland, CA

## Justification for Requested Position

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

The Public Defender's Office received Public Defense Pilot Program funds to offset the workload associated with Penal Code sections 1170(d), 1170.95, 1473.7 and 3051. All of these new laws imposed new workloads on public defender's offices without additional funding. These grant funds are meant to ameliorate that situation. Specifically, the paralegal will assist in the work associated with preparing cases for re-sentencing or parole consideration and vacating illegal convictions.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

Releasing people from unnecessary and/or illegal prison sentences and vacating illegal convictions will remove barriers to long-term success and assist persons to become thriving residents.

**Budget impact of this position.** (Explain how this position will be funded.)

This position will be funded by state grant funds. This is a limited-term position that ends August 2023.

**Approved By:**

**Date:**