



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: 2/24/23

Department making the request: Library

Contact Person: Meredith Beales

Telephone Extension: 530-666-8085

Class of position requested: Library Assistant

FTE requested: 1

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

If extra help list dates: _____ to _____

Org Unit #: 1601-68-6051

Org Unit Name: Library Operations

Accounting Unit: 1601-68-6051-5600

Direct supervisor/manager: TBD

Location (address): Winters Community Library (708 Railroad Ave) & Esparto Regional Library (17065 Yolo Ave)

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?)

Both the Winters and Esparto Branch Libraries are open 6 days a week and are Yolo County Library's third and fourth largest and busiest branches, respectively. Currently, there is only one permanent position (full-time Branch Supervisor) allocated for each site. While the Branch Supervisors have extra-help support staff they can use, their hours are limited and their commitment to the organization is understandably not as strong as benefitted permanent employees. Typically, extra-help staff have additional competing priorities, such as schooling or other jobs, and are often short-term employees, requiring Branch Supervisors to spend valuable time recruiting and training new staff on an ongoing basis. We are requesting one permanent FT Library Assistant to be shared between the two branches. This position is needed to support the operations of both branches and help these locations run more smoothly and efficiently. A permanent position would allow the staff member to have a regular schedule, where duties can be conducted and monitored by the Branch Supervisor through the formal process of regular performance evaluations. It would also free up the Branch Supervisor to work on many other projects, including, but not limited to, programming, grant applications, system-wide committee work, outreach, and professional development for the branch staff.

Job duties for the permanent Library Assistant would consist of all phases of circulation, registration, and overdue functions, including regular ILS and collection clean-up; placing holds and ILL requests; answering routine reference questions and referring as needed; helping with collection maintenance; assisting in developing and presenting library programs; engaging in system-wide committee work; providing computer and technology assistance and troubleshooting; assisting with volunteers; and performing outreach. This position would enable these branches to maintain a consistent high level of customer service across library hours and locations, provide continuity of services, and ensure library policies and procedures were enacted consistently and equitably.

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.)

Adding a permanent Library Assistant position will provide both branches with additional capacity to support many of the goals of the Board of Supervisors strategic plan in these vulnerable and underserved communities. For example, adding this position will assist with the Thriving Residents outcome #3: Children – Reduce economic and educational disparities while building resiliency for vulnerable children, youth, and their families, by providing more regular staffing to deliver high quality children’s and family programs, such as storytime, which supports early literacy development, helping prepare children for success in school, and assists parents, children, and families in building resiliency through education and support networks. Additionally, the creation of this position supports the Thriving Residents outcome #4: Aging – Reduce economic and health disparities while building resiliency and supportive care for aging residents of Yolo County, by providing capacity for these branches to expand programming, services, and resources for all ages but with a special focus on patrons and residents age 55+. Finally, this position also supports the Robust Economy goal of Promoting a balanced economy that offers job opportunities and ample services for every resident as well as avenues for business growth and development by providing expanded support for rural communities.

This position supports Yolo County Library’s 2022-2027 Strategic Priorities in the following way: improving patron browsing experience, increasing volunteer opportunities for adults and seniors, increase digital literacy training, partnering with organizations to address community interests and needs, and creating and sustaining partnerships that maximize our impact on community development. This position will be able to be an active participant in the future of the Yolo County Library and will be an integral part in ensuring Yolo County residents read, grow, discover, and interact with one another and the world at large.

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

Staff time will be allocated to the Esparto and Winters branches and funded with property tax revenue.

Approved By:

Date:



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Basic Information

Date request submitted: 2/24/23

Department making the request: Library

Contact Person: Meredith Beales

Telephone Extension: 530-666-8085

Class of position requested: Library Associate

FTE requested: 1

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

If extra help list dates: to

Org Unit #: 1601-68-6051

Org Unit Name: Library Operations

Accounting Unit: 1601-68-6051-5600

Direct supervisor/manager: TBD

Location (address): TBD

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?)

For FY23, we added a half-time Library Assistant for the new grant-funded bookmobile. We would like to change this position to a full-time Library Associate.

The incumbent will

- develop and maintain the schedules of operation and ensure adequate coverage;
- train staff on the specifics of the bookmobile operation, outreach, and customer service;
- provide excellent customer service to a diverse community while working independently off-site;
- provide reference and readers advisory service to customers and help customers make effective use of the bookmobile;
- oversee all aspects of the circulation function for the bookmobile;
- help customers with library technology and online services;
- oversee various daily tasks related to bookmobile operations, such as ensuring that the bookmobile is operational, setting the bookmobile alarm, overseeing deliveries and maintaining supplies;
- perform outreach and represent the library in the community; recruit, train, oversee, and provide orientation for bookmobile volunteers (recruited to help with the bookmobile operations in their communities);
- provide input into collection development; develop, plan, evaluate, and conduct library programs;
- work with the Collection Development Librarian to support the collection;
- work with the Outreach and Programming Librarian to support programming and outreach;
- maintain a flexible schedule to include weekends and evenings.

The incumbent will work remotely, out in the community, most of the time, requiring a higher level of responsibility than that in the Library Assistant classification. The bookmobile will deliver library services to remote corners of Yolo County (Capay Valley, Dunnigan, Davis Migrant Center) and will also make urban routes to the communities of homebound individuals and communities that lack adequate transportation.

Services to the various communities will be delivered twice a month. In an average month, the bookmobile will spend two days in the Capay Valley, two days in Dunnigan, two days in the Davis area (including the Davis Migrant Center), two days in the West Sacramento area, two days on outreach at community events and/or markets. Each route will require at least a half day of preparation. The rest of the time will be spent on creating and maintaining procedural manuals, program planning, van servicing, training, partnerships and outreach, and miscellaneous paperwork related to the operation of the bookmobile.

The incumbent must be at least in the Library Associate classification as they will work independently most of the time and will work as the lead staff member for the extra help staff that will accompany them during the scheduled routes. Their role will be similar to that of the Library Associates currently working as the lead staff in smaller library branches.

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.

The Yolo bookmobile is aligned with Yolo County's Strategic Priority: Thriving Residents and the Library's Strategic Priorities and mission to provide "access for all to ideas that inform, entertain, and inspire." The Library's institutional framework that makes the Strategic Priorities possible includes Equity, Diversity, and Inclusion. Yolo County is 1,000 square miles in size and includes rural, suburban and urban communities. The rural communities include a large number of Latinx families. According to the US Census Bureau, in the unincorporated town of Esparto, 55% of the population identifies as Hispanic or Latinx (as compared to 31.6% county-wide). However, according to the Yolo County Office of Education, 78% of students in the Esparto Unified School District are Latinx, 39% are English Language Learners, and 90% are on the Free and Reduced Lunch program. Data available for the other rural Yolo communities shows similar trends. The data indicates there are unmet opportunities to deliver library and literacy services to these diverse rural communities, which is further supported by the region's School Accountability Report Cards. Additionally, the bookmobile will also allow the library to fulfill its strategic priority of offering programs and services that strengthen community connections by physically going into our communities and providing services that reflect and celebrate our diverse languages, cultures and history.

Yolo County also lags in broadband penetration, especially in rural areas. According to the Yolo Broadband Strategic Plan, rural areas exhibit only 30% (Dunnigan and Zamora) to 50% (Capay Valley) broadband penetration. Urban areas of Yolo County have a large number of unhoused individuals who are temporarily sheltered in motels in West Sacramento. The bookmobile will schedule routes that provide access to library services for unhoused residents, disabled seniors, and immigrant communities in Bryte and Broderick. Through the new bookmobile, Yolo County Library will be able to more effectively deliver services and programs to low income, Latinx, homebound, and geographically-isolated residents thus helping the County and the Library achieve the goals of Thriving Residents and Strengthening Community Connections. The new service will 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. Service options will include access to physical library resources, early literacy and family programming, free Wi-Fi access and circulating hotspots.

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

Staff time will be allocated to our various branches and funded with a mix of property tax revenue and Davis parcel tax revenue.

Approved By:

Date:



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FTE requested: 1

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

If extra help list dates: to

Org Unit #: 1601-68-6051

Org Unit Name: Library Operations

Accounting Unit: 1601-68-6051-5605

Direct supervisor/manager: Heather Lanctot, Archives & Records Center Coordinator

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?)

The Archives and Records Center are currently staffed with a half-time Library Assistant and a full-time Archives and Records Center Coordinator. The Library Assistant is charged to the Records Center, and the Archives and Records Center Coordinator is split between the Records Center and Archives. The Records Center is funded through an internal service charge to other departments (cost per box), while the Archives is funded by the General Fund. Additional extra help employees are funded with grants and/or support from the Friends of the Yolo County Archives.

Work for the Archives and Records Center has become increasingly complex, due to the acquisition of a large-format scanner and digital asset management system, as well as the addition of the Yolo County Historical Collection, with Museum Curator reporting to the Archives and Records Center Coordinator. These increasing complexities resulted in the reclassification of the full-time employee from a Librarian II to a new classification: Archives and Records Center Coordinator.

The daily operations and long-term projects at the Yolo County Archives and Records Center would benefit greatly by transitioning the part-time permanent Library Assistant position to full-time permanent. The position currently supports the work of the Records Center, with some additional hours, dedicated to helping patrons during open hours. The Library Assistant position is currently being funded through Records Center fees, with some additional support from the Library for Archives hours.

Giving the Library Assistant position an additional 20 hours a week would allow the Archives and Records Center to continue its current level of service while also providing support for new services and projects. Over the past few years, the Archives has taken on a new position into their division, the Museum Curator. They have also begun to move forward with making their collections more available online through large, digitization projects which increase access to, and preservation of, the archival collection. With the Archives and Records Center Coordinator shifting time to the supervision of the Museum Curator, the Library Assistant is needed more than ever to help offset some of the lost Archives and Records Center Coordinator's hours that were originally dedicated to Archives and Records Center work. These additional Library Assistant hours would be used to support patron research, customer service during open hours, collections processing, volunteer projects, and outreach in the form of social media and in person events.

Furthermore, the department's recent acquisition of a content and digital asset management system and large format scanner has resulted in an increase in digitization projects. This has added new workflows to the department that the Library Assistant could support. Digitization of collections involves many steps, including scanning materials, performing quality control checks on the scans, ingesting those scans into the digital asset management system, and creating database records so that the items can be searched online. Twenty additional hours per week from a Library Assistant would allow this work to be performed more efficiently, making Yolo County's historical documents available online to the public sooner.

With these additional hours the full-time Library Assistant will support the work of the Archives by:

- Providing support for in-person and remote patrons by examining and selecting appropriate archival collections and online resources to answer research requests and facilitate research appointments;
- Being available during Archives' open hours to make archival collections available to patrons and answer any questions that they may have;
- Providing front-line Archives customer service to community members and researchers by scheduling research appointments, answering questions, and providing resources over the phone, via email, and in-person;
- Being available to accept donations into the collection from community members and departments, including the processing of accession paperwork;
- Processing archival collections and entering collection records into the archives database so that materials are more easily accessible and usable by the public;
- Acting as a point-of-contact for volunteers and interns to coordinate schedules and projects;
- Increasing collection awareness by participating in outreach efforts, including social media posts, articles for the Friends of the Yolo County Archives' newsletter, displays, and in-person tabling events;
- Evaluating collections and materials that are identified for digitization and create digitization workflows;
- Helping to oversee the digitization work of volunteers and extra-help employees, while also digitizing materials themselves;
- Ingesting digital assets into the digital asset management system; and
- Creating database records for digital assets so that collections are searchable and findable online.

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 also specifically helps to resolve educational disparities.

The increased access to Yolo County's historical documents through additional hours from a Library Assistant also supports the County's Strategic Priority: Thriving Residents and the Library's mission to provide "access for all to ideas that inform, entertain, and inspire." This position will also directly support the Library's Strategic Priority to increase Archives' collection access through online databases and digitization initiatives, as well as connecting residents to the County's diverse culture and history.

The Archives is currently open to the public, by appointment, Tuesdays from 9am-1pm and Thursdays from 12pm-4pm. Although these open hours are not increasing, they also do not fully reflect the amount of access that is provided to the Archives' collections. Last year the Archives hosted 80 in-person research appointments but provided another 156 patrons with remote research support. There has been an increase in remote research from about 50% of all research requests in 2018 to 66% in 2022. This increase may have initially been due to COVID, but patrons continue to express their desire to self-direct their research online or have Archives staff help them remotely. Patrons who are unable to come into the Archives in person are usually geographically distant, homebound, or have to work during the archive's public hours. Furthermore, responses to a Library community survey in 2017 indicated that access to electronic resources was very important. In response to the question "What kind of library [community members] thought Yolo County [would] need in 2040?" many of the responses referenced electronic resources and the need to have more content available digitally. Qualitatively, patrons will often inquire about our digital presence or digital collections when calling to ask about our collections or make a research appointment. To provide "access to all" in a more equitable way, the Archives needs to be able to provide more remote research support through either digitization or staff hours for research on their behalf.

Digitization, increased awareness, and more thorough processing of archival collections, all help to illuminate the diversity of the County which can be hidden in the historical record. Digitization allows community members, researchers, and Archives staff the

ability to look at documents remotely, in great detail, by zooming in, and through keyword searching. Through this work staff have already been able to identify racist covenants in property records, locate organizations that were created by specific ethnic groups in Articles of Incorporation, and find diversity in class photographs in yearbooks. When collections are sorted, organized, and properly catalogued online through processing, evidence of the county's diversity is also more easily located.

Lastly, the Library also has a strategic priority to promote digital and primary source literacy utilizing Yolo County Archives' primary source materials. An effort to tackle this goal was attempted in 2017. The Yolo County Archives started to pilot an educational program with elementary school children. The activity involved taking digital and physical copies of Board of Supervisor Meeting Minutes into a fifth-grade classroom and had the students participate in a transcription activity. The pilot took place at César Chávez Elementary School in Davis, CA and was very well received. The students were able to interact with primary source documents, practice reading cursive, learn something about local history, and work with different forms of technology to complete the activity. Due to a shortage of staff time and a lack of digitized materials, this program was never taken to another school or classroom. This priority, which would also help to remove educational disparities in the County, cannot be achieved without increased digitization efforts and additional staff hours for creating lesson plans and educational materials for students and teachers.

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

We are requesting additional general fund support to increase the Library Assistant position from half-time to full-time.

Approved By:

Date:

Under Goals A and C, the 2023-2025 CCP Strategic Plan seeks to increase upstream prevention and pre-arrest diversion efforts and to fund staff to address gaps in community support services.

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

(CCP Funding)

BHCM I\$46,301 - \$56,264

Benefits are an additional 32.57% pension and 7% OPEB.

The budget request assumes a pay rate of \$56,264 + 39.57% for benefits = \$78,527

- If the experience of the person hired does not justify step E of level I, costs would be lower.
- If the start date is later than July 1, 2023, costs would be lower.

Approved By: 

Date: 5.31.2023

CCP Request for Funding FY 2023-2024

Behavioral Health Case Manager

Submitted by the

Yolo County Public Defender's Office

Tracie Olson, Public Defender

Project Description

This proposal will fund a Behavioral Health Case Manager (BHCM).

The ideal candidate will be a bilingual person with lived experience.

Under Goals A and C, the 2023-2025 CCP Strategic Plan seeks to increase upstream prevention and pre-arrest diversion efforts and to fund staff to address gaps in community support services.

Although there are various diversion and treatment programs in place within the county, every program has a set of eligibility criteria and an intake process.

Potentially eligible individuals are not instantly accepted, nor are they always seen as eligible or suitable until stability and insight are demonstrated. For those charged with crimes, or about to be charged with crimes, the public defender's office is often on the front end of this process.

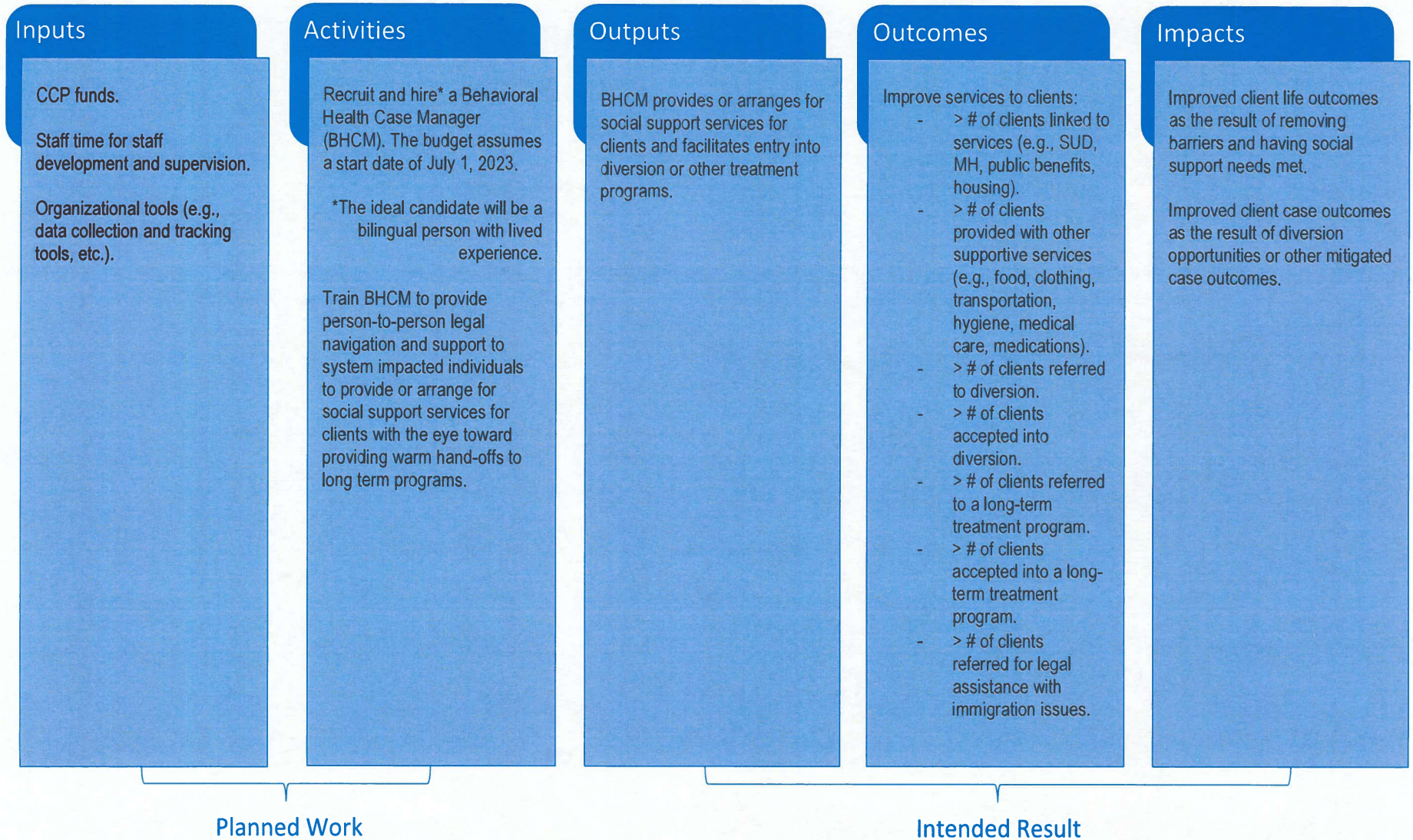
Bridging the gap from identification to acceptance into programs is critical and requires personalized assistance and guidance from someone knowledgeable about community resources and program expectations. The BHCM will provide person-to-person legal navigation and support to system impacted individuals who are in that gap. Anyone who does not ultimately fit into a diversion or other program will still receive services and support from the BHCM.

More specifically, the BHCM will conduct outreach; assist in the referral and acceptance into diversion or treatment programs; coordinate linkage to services; assist with obtaining supportive services to include food, clothing, transportation, shelter, hygiene, and medical care; encourage compliance with treatment plans through case management and engagement practices; secure public benefits; and help navigate bureaucratic systems that include applications for housing opportunities, all with the eye toward providing warm hand-offs to long term programs.

The BHCM will continue the collaborative partnership with the West Sacramento Police Department and DA's Office to hold warrant clearing clinics for Project Roomkey and Project Homekey participants and residents at Permanent Supportive Housing sites with the goals of assisting clients to complete diversion or harm reduction agreements and to break behavioral cycles that could easily lead to future arrests for increasingly serious offenses. This assistance will remove barriers for those already connected to housing as well as those still struggling with housing security.

Project Logic Model

Behavioral Health Case Manager



Project Budget

The Behavioral Health Case Manager (BHCM) series has three levels that range from entry level to advanced journey level. The salary ranges are:

BHCM I \$46,301 - \$56,264

BHCM II \$53,227 - \$64,709

BHCM III \$61,214 - \$74,422

Benefits are an additional 32.57% pension and 7% OPEB.

The budget request assumes a pay rate of \$56,264 + 39.57% for benefits = \$78,527

- If the experience of the person hired does not justify step E of level I, costs would be lower.
- If the start date is later than July 1, 2023, costs would be lower.

While the county has an approved indirect cost (overhead) rate of 26%, no indirect costs are requested.



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 3, CHAPTER 1.101, FORM A

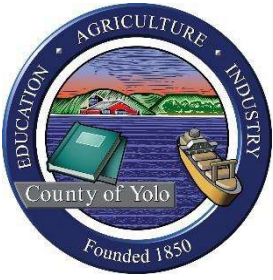
POSITION REQUEST FORM

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): Revenue Generation & Budget	Benefiting Subprogram(s):
Hiring Manager: Lucy Chavez	Telephone Extension: 2797
Supervisor for Position: Lucy Chavez	
Position #:	Vacancy Date:
Current Position Classification:	Class of Position Requested: Accountant II
# 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 #:
Date Request Submitted: 1/18/23	

POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:	
<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification. If you selected this option, you may leave the remaining sections of this form blank. Please return form to the HHS Human Resources Manager.	<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. 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 the HHS Human Resources Manager.



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?

Requesting an Accountant II position to fill the vacancy that was left in Administration Budget unit. The staff that was in this position was moved to the BH fiscal as a supervisor. The functions for this budget unit could not be absorbed by the previous staff when they moved to BH fiscal. There is no capacity within the current units to absorb these functions, it requires a full-time person.

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

The major duties that would be performed by this position will be the budget development and monitoring of the administration budget unit. The account will also set up and reconcile time study codes for this budget unit. On a monthly basis, they will reconcile salaries against WFM payroll system. They will download monthly time study reports and allocate monthly payroll per time study percents. They will also do monthly allocations transfer salary and operating cost to other budget units.

3. Is this a Supervisory position? If so, please explain how many staff this position will supervise.
not a supervisory position.

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 looked at who can perform the function above and there is no staff capacity to take on these functions. Administration budget unit requires a full-time person.

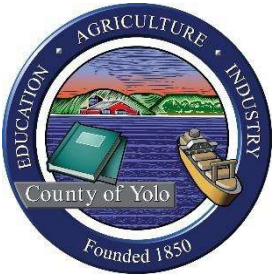
POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

This position is being requested as an exception, outside of the requested, adopted, or mid-year budget process

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

This position is being requested as part of the requested, adopted, or mid-year 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 the HHSA Human Resources (HR) Manager 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: 2/9/23



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 type="checkbox"/> Service Centers	
Benefiting Program(s):	Benefiting Subprogram(s):
Hiring Manager:	Telephone Extension:
Supervisor for Position:	
Position #:	Vacancy Date:
Current Position Classification:	Class of Position Requested:
# of FTE Requested:	List Type: <input type="checkbox"/> Internal Recruitment <input type="checkbox"/> External Recruitment
Permanent or Limited Term: <input type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input 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 type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address):	Cubicle/Office #:
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. If you selected this option, you may leave the remaining sections of this form blank. Please return form to HHSA Human Resources.	<input 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. 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.
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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: *Karen J. Kowalski*

Date: 2/9/23

HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: *[Signature]*

Date: _____



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 3, CHAPTER 1.101, FORM A

POSITION REQUEST FORM

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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): Outpatient Mental Health	Benefiting Subprogram(s): MH Access Team
Hiring Manager: Mario Gallegati	Telephone Extension: 8786
Supervisor for Position: Cheri Hendrickson	
Position #: New	Vacancy Date: N/A
Current Position Classification: N/A	Class of Position Requested: Clinician I/II
# 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 checked="" type="checkbox"/> Preferred <input type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s): Spanish
Location of Position (Address): 137 North Cottonwood St. Woodland, CA 95695	Cubicle/Office #: Office # 1543
Date Request Submitted: 1/18/23	

POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:	
<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification. If you selected this option, you may leave the remaining sections of this form blank. Please return form to the HHS Human Resources Manager.	<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. 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 the HHS Human Resources Manager.



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?

The Behavioral Health Access Services Team is the front door to Yolo County mental health services. The Team currently consists of 3 mental health clinicians and 1 SUD clinician. Another clinician is needed to provide essential services around assessment, therapy, and treatment planning for the current ongoing and many new clients that come into the system daily from inpatient hospitalizations, incarceration, self-admit, stepdowns from higher levels of care, and referral for higher level of care from outside mild to moderate community providers. Without this added position, it will be challenging to continue to with increase clientele in need of quality and timely mental health support and intervention.

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

Clinicians on the Access Team are responsible for conducting mental health assessments, treatment planning, and individual and/or group therapy for our Consumers. We currently have clinicians providing these services, but do not have enough capacity/resources to adequately manage the flow of these services in a timely manner. We would benefit from having a bilingual Spanish-speaking clinician added to our Team.

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

This is not a supervisory position.

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?

We have not done so, as we need a full time clinician that can be intergrated into the team and carry a full caseload of therapy clients, as the others currently do.

POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

This position is being requested as an exception, outside of the requested, adopted, or mid-year budget process

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

This position is being requested as part of the requested, adopted, or mid-year 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 the HHSA Human Resources (HR) Manager 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

HHSA BRANCH DIRECTOR REVIEW

Branch Director Recommendation: Approved Disapproved

Comments:

Branch Director Signature: *Kuldeep Kaur*

Date: 1/18/23

HHSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: *[Signature]*

Date: 2/9/23



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): Adult Mental Health	Benefiting Subprogram(s): Forensic FSP
Hiring Manager: Julie Freitas	Telephone Extension: 8517
Supervisor for Position: Laura Christensen	
Position #:	Vacancy Date:
Current Position Classification: Clinician I/II	Class of Position Requested: Clinician I/II
# 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 checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time (hours per week: _____)
Bilingual Required or Preferred: <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input checked="" type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s): Spanish
Location of Position (Address): 137 N. Cottonwood Street	Cubicle/Office #: Bauer building
Date Request Submitted: <u>1/17/23</u>	

POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input type="checkbox"/> I am requesting to fill a budgeted vacancy at the same classification. If you selected this option, you may leave the remaining sections of this form blank. Please return form to the HHSA Human Resources Manager.	<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. 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 the HHSA Human Resources Manager.
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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?

This position would be added for the internal Forensic FSP team to add a clinician once the JMHC grant ends so that we can meet our Full Service Partnership (FSP) caseload requirements. If the position is not approved then we will not be at the correct FSP staff to client ratio.

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

This position will provide individual therapy, group therapy, collateral, consultation to Full Service Partnership participants.

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?

This position requires a permanent therapist to complete the goals of the FSP program and to provide clients with necessary supports.

POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

This position is being requested as an exception, outside of the requested, adopted, or mid-year budget process

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

This position is being requested as part of the requested, adopted, or mid-year 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 the HHSA Human Resources (HR) Manager 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: *Karleen Jakowski*

Date: 1/17/23

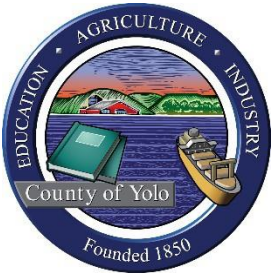
HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: *[Signature]*

Date: 2/9/23



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 type="checkbox"/> Service Centers	
Benefiting Program(s):	Benefiting Subprogram(s):
Hiring Manager:	Telephone Extension:
Supervisor for Position:	
Position #:	Vacancy Date:
Current Position Classification:	Class of Position Requested:
# of FTE Requested:	List Type: <input type="checkbox"/> Internal Recruitment <input type="checkbox"/> External Recruitment
Permanent or Limited Term: <input type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input 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 type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address):	Cubicle/Office #:
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. If you selected this option, you may leave the remaining sections of this form blank. Please return form to the HHSA Human Resources Manager.	<input 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. 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 the HHSA Human Resources Manager.
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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: *Karen J. Ward*

Date: 2/9/23

HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: *[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 type="checkbox"/> Service Centers	
Benefiting Program(s):	Benefiting Subprogram(s):
Hiring Manager:	Telephone Extension:
Supervisor for Position:	
Position #:	Vacancy Date:
Current Position Classification:	Class of Position Requested:
# of FTE Requested:	List Type: <input type="checkbox"/> Internal Recruitment <input type="checkbox"/> External Recruitment
Permanent or Limited Term: <input type="checkbox"/> Permanent <input type="checkbox"/> Limited Term (funding expires _____)	Full or Part Time: <input 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 type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s):
Location of Position (Address):	Cubicle/Office #:
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. If you selected this option, you may leave the remaining sections of this form blank. Please return form to the HHSA Human Resources Manager.	<input 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. 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 the HHSA Human Resources Manager.
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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: *Karen J. ...*

Date: 2/9/23

HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: *[Signature]*

Date: _____