



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: 03/01/2025

Department making the request: Community Services, Animal Services Division

Contact Person: Stephanie Amato / Shelby Milliren

Telephone Extension: 5286 / 8022

Class of position requested: Animal Services Office Specialist I/II

FTE requested: 0.5

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

If extra help list dates: to

Org Unit #: 116

Org Unit Name: DCS-Animal Services

Accounting Unit: 2195-2801-120050

Direct supervisor/manager: Jennifer Frame / Stephanie Amato

Location (address): 2460 E. Gibson Road, Woodland, CA 95776

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?)

Due to the increase in community requests for assistance with the surrendering and placement of owned animals, and the increasing need for adoption and outreach events, current staffing levels are not adequate to accomplish and implement these vital programs.

Currently there is an over-reliance on volunteer support to assist with the increase in the public's desire to adopt from the shelter. However, this is extremely time consuming and there is a liability component regarding the information presented and the adoption agreement made between the County and new owner. Also, volunteer commitments vary and have proven an unreliable and not sustainable solution.

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.)

Within the FY2024-2028 Strategic Plan, under the **Collaborative Community** pillar, Animal Services has a goal listed to provide high quality services for residents by leveraging community partners by hiring talent as needed. The division was able to apply for and were awarded two grants within the last year to cover specific needs. If this position is approved, some administrative tasks that current are completed by the Director of Animal Services, Stephanie, could be shifted. This would allow Stephanie to apply for more grants that may cover community outreach events (microchipping, vaccinations, etc.), current staffing, and possibly funding for the new spay/neuter clinic.

The County's guiding pillar of **Operational Excellence** will also be met as this position will help the department provide excellent customer service to the public and local partners. This position would assist with administrative tasks including some front desk duties. There is a great need for additional resources at Animal Services.

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

Following the transition of Animal Services from the Sheriff's Office to Community Services, there was a corresponding shift in administrative staff time allocation. Under the Sheriff's Office, administrative time spent on Animal Services was not directly charged to the division, and associated costs were covered by the General Fund. However, since Community Services is primarily funded through special revenue sources, administrative costs must now be appropriately allocated.

To address this change, a Limited Term Accounting Technician position was added in FY 2024-25, as the level of administrative support required for Animal Services was initially uncertain due to the absence of time studies. After nearly a year under Community Services, it has been determined that the division requires 0.5 FTE Accounting Technician and 0.5 FTE Animal Services Office Support I/II.

The FY 2025-26 Requested Budget reflects this adjustment by reallocating 0.5 FTE of the Limited Term Accounting Technician to the Fiscal/Admin division to assist with invoice processing and procurement tasks. Additionally, the budget includes a new request for a 0.5 FTE Animal Services Office Support I/II position. While these adjustments result in a net zero FTE change for Animal Services, the department's total FTE would increase by 0.5 if the new position is approved. The cost savings from shifting 0.5 FTE of the Accounting Technician position would fund the newly proposed 0.5 FTE Animal Services Office Support I/II position.

Approved By:

Stephanie Amato / Shelby Milliren

Date:

03/01/2025



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: 2/21/2025

Department making the request: General Services

Contact Person: Ryan Pistochini

Telephone Extension: 5005

Class of position requested: Senior Civil Engineer

FTE requested: 1

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

If extra help list dates: to

Org Unit #:

Org Unit Name: Yolo Electric

Accounting Unit: 1001-1303-166035

Direct supervisor/manager: Ryan Pistochini

Location (address): 120 West Main Street Suite C , 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?)

Staff identify the lack of an Energy Manager to be contributing to increased costs to the County due to a lack of technical oversight of the County's solar fields, the inability to effectively manage current and new/proposed EV charging infrastructure, and the inability to have someone continuously monitor and improve the County's energy use. One half of this position is paid for from a California Energy Commission grant for a four year period. Sustainability Division has expressed interest in contributing one quarter of the cost. Staff propose that the remaining quarter will be paid via a fully operational solar fleet that will continue to generate net savings to the County.

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 will achieve the Board's budget principle for Climate Sustainability and strategic goal of Sustainable Environment. This position will be the responsible entity to decarbonize county energy operations through strategic contracts, infrastructure improvements, and new equipment.

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

No general fund impact. This position will be funded by Sustainability/Yolo Electric and state grant.

Approved By:

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 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: _____

Date: _____

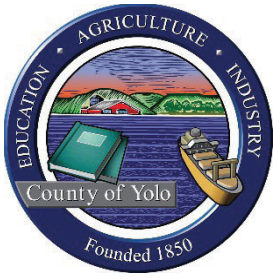
HSA HUMAN RESOURCES REVIEW

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.

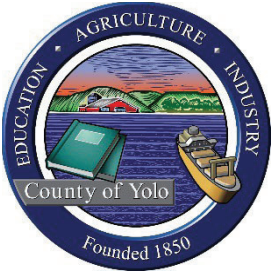
Unless otherwise stated, all information should be filled out by the hiring manager.

SECTION A: POSITION INFORMATION

Branch: <input 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): Crisis Services
Hiring Manager: Mario Galle\gati	Telephone Extension: 8786
Supervisor for Position: Robert Villarreal	
Position #:	Vacancy Date: New Position
Current Position Classification: New Position	Class of Position Requested: Clinician I/II
# of FTE Requested: 1	List Type: <input 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 checked="" type="checkbox"/> Preferred <input type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s): Spansi
Location of Position (Address): Davis Police Department	Cubicle/Office #: TBD/Davis PD and throughout the City of Davis.
Date Request Submitted: 1/15/2025	

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 checked="" 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 B: POSITION JUSTIFICATION

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

This position was requested last year and was put into the MHSA budget, but unfortunately did not get put into the HHSA budget. Davis Police Chief Pytel (recently retired) and now Chief Todd Henry continue to ask about this second mobile crisis position, that is needed and desired by Davis PD. Both Chiefs have been waiting for this position to be approved and have relayed that they have their portion of the funding (shared with HHSA). The city of Davis has many calls for service requiring mental health support/intervention that the current mobile crisis clinician cannot manage on their own. If this position is not approved, there will be many calls for mental health support and intervention that will not be address by a trained, educated mental health clinician that can provide sensitized best practices in behavioral health crisis intervention.

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 work together with PD to provide crisis support, intervention, assessment, resource referral, and assisting PD with placing Consumers that meet criteria for danger to self, danger to others, and grave disability on psychiatric holds to be referred for inpatient stabilization and care. These are not new duties. This position needs to be held by a licensed or licensed wavered clinician with special training and 5150 certification/designation by Yolo County HHSA mental health director.

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?

This position is full-time and therefore cannot be conducted by an extra help staff or remotely. This position will cover Monday through Friday (8-5). The after hours coverage will be provided by our after hours contractor, in order to provide 24/7 coverage, as mandated by the State, through the required MediCal Mobile Crisis Benefit.

Decision Package 19171 hn 3/6/2025

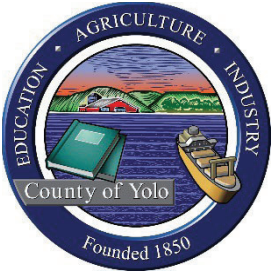
POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

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:

Repurposing existing vacancy from PH Branch Pos ID#: 2535 Director of Public Health Nursing to fund this position using 40% MHSA and 60% City of Davis Police Dept. Funds. (HN 1/30/25)

Branch Director Signature: Marisa Green Digitally signed by Marisa Green
Date: 2025.01.15 15:55:47 -08'00'

Date: _____

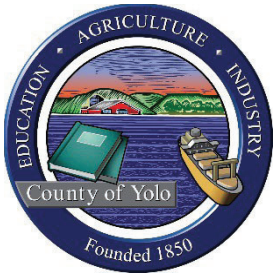
HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: Jenny Brown Digitally signed by Jenny Brown
Date: 2025.01.30 16:39:34 -08'00'

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.

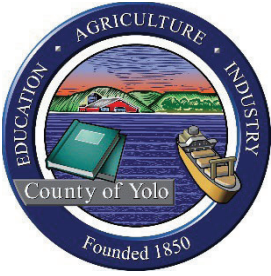
Unless otherwise stated, all information should be filled out by the hiring manager.

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): Homeles Services	Benefiting Subprogram(s): <small>Homeless Housing, Assistance and Prevention Program (HHAP), HHIP & CSBG</small>
Hiring Manager: Kerrie Covert	Telephone Extension: 2612
Supervisor for Position: Kerrie Covert	
Position #: 2437	Vacancy Date: N/A - Extension of existing LT assignment for Diana Ponce
Current Position Classification: Assoc. Administrative Services Analyst - Limited Term	Class of Position Requested: Assoc. Administrative Services Analyst - Limited Term
# of FTE Requested: 1	List Type: <input type="checkbox"/> Internal Recruitment <input type="checkbox"/> External Recruitment
Permanent or Limited Term: <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Limited Term (funding expires: 1/1/2026)	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 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: <u>3/6/25</u>	

POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

<input checked="" 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 Manager over HR.	<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 Manager over HR.
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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 is needed as there is no other staff to complete the tasks and this position facilitates the issuance of our direct client services that provides immediate financial support to homeless individuals and individuals and families facing eviction. This position provides homeless prevention services and prevents the influx of individuals and families that run into hard times of coming into the homeless system and increasing our homeless population. The impact if this position is not approved would be the growth of the homeless population and good result in negative consequences including death for our current homeless population.

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

Tracking multiple funding streams and issuing direct client services funds to prevent the growth of the homeless population and to assist homeless individuals with being housed. This position ensures that our data in the HMIS system is accurate to ensure that our award amounts for HHAP funding accurately match our homeless population. In addition, this position supports our HDAP program by ensuring that clients enrolled into the program that are waiting to be awarded their SSI/SSP/CAPL funding have access to housing and ensure that those that are currently housed do not become homeless. This position is key to stopping the growth of the homeless population.

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?

Homeless services is so complex that an extra help would not have the capacity to understand the system and working only part time is not sufficient to be able to meet the deadlines or understand the State and Federal reporting requirements.

Decision Package: 19222, position approved by DFS to extend to June 30, 2026 via FY24/25 Mid-Year. However, grant funding available for budgeted position through Jan 1, 2026. HHSA requests additional extension through 12/26/2026 via FY25/26 Proposed Budget. HN 3/6/25

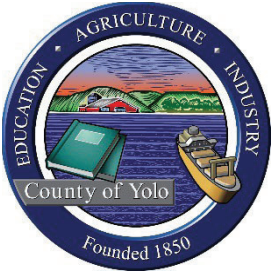
POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

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 Manager over HR.

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 Manager over 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: Marisa Green Digitally signed by Marisa Green
Date: 2025.01.15 11:25:06
-08'00'

Date: _____

HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: Jenny Brown Digitally signed by Jenny Brown
Date: 2025.01.15 22:40:18
-08'00'

Date: _____



New Position Request & Justification Form

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BASIC INFORMATION

Date request submitted: 2/17/2025

Department making the request: Human Resources

Contact Person: Pannu

Telephone Extension: (530)908-4397

Class of position requested: Senior Payroll Technician

FTE requested: 1

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

If extra help list dates: to

Org Unit #:

Org Unit Name:

Accounting Unit:

Direct supervisor/manager: Yasmin Lopez/Pannu

Location (address): 625 Court Street

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?)

This position is needed to develop, document, and implement a high level of controls within the county payroll processing team. This person would be auditing payroll and benefits each cycle leading to higher levels of accuracy and system implementation. This will help the county move from fire fighting to create systems. This position has been called on previous audits and is currently identified as needed.

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.)

All aspects of our employees are touched by payroll and benefits services. We need our services to our employees to be provided at a high level in order to accomplish our strategic plan.

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

This would be a new position funded through general fund. There could be an opportunity to use specialized funding be billing this position out the departments.

Base Salary Range: \$67,642-\$82,202

Approved By:

Date:



New Position Request & Justification Form

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BASIC INFORMATION

Date request submitted: 2/21/2025

Department making the request: General Services

Contact Person: Ryan Pistochini

Telephone Extension: 5005

Class of position requested: Parks & Facilities Worker II

FTE requested: 1

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

If extra help list dates: to

Org Unit #:

Org Unit Name: Yolo Electric

Accounting Unit: 2815-7014-166030

Direct supervisor/manager: Ryan Pistochini

Location (address): 120 West Main Street Suite C , 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 department proposes cost saving and efficiency measures for the operations of Tuli Mem park by ending the contract with Esparto CSD and performing maintenance and operations in-house. Tuli Mem takes approximately 1 FTE to maintain due to its size and complexity. This is in effect a 1:1 swap but savings is created through eliminating overhead, improving management, and paying slightly less for line 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.)

The strategic plan that contributes to this position is thriving residents and flourishing agriculture. The department ensures completion of strategic goals to maintain the operations of Tuli Mem park.

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

General Fund

Approved By:

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 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: _____

Date: _____

HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: _____

Date: _____



New Position Request & Justification Form

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BASIC INFORMATION

Date request submitted: 11/7/24 and 2/14/2025

Department making the request: HRD

Contact Person: Kamaljit Pannu

Telephone Extension:

Class of position requested: Human Resources Executive Assistant - Confidential

FTE requested: 1.0

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

If extra help list dates: to

Org Unit #: 106

Org Unit Name:

Accounting Unit:

Direct supervisor/manager: Kamaljit Pannu

Location (address): 625 Court Street Room 101

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?)

This position is critical to enhancing support across all areas of Human Resources and optimizing activities related to an employee life cycle, ultimately improving service delivery to all departments. Currently, the HR department faces challenges due to a lack of structure, unclear timelines, and inefficiencies in workflows and project management. This role will be pivotal in establishing processes for workflow optimization, documenting procedures, creating project management trackers, and managing labor responses and grievances.

Additionally, the county has traditionally relied on external resources for employee investigations. This position will play a key role in transitioning this work in-house, providing professional support for employee investigations, labor relations, and grievance resolution.

Examples of Essential Functions:

- performance of a variety of confidential clerical and administrative support tasks; coordinates and participates in department workflow; performs
- confidential and professional note taking pertaining to sensitive issues such as investigations, interviews, and labor relations meetings and agreements
- Schedules confidential interviews for employee matters
- Participates in activities related to labor relations
- Assists with developing investigation plans and associated timelines
- Maintains a variety of specialized files and assures confidentiality of specified records
- Coordinates and monitors special projects, assignments, and activities
- coordinates and participates in department workflow
- Prepares Board agenda items and reports; gathers a variety of information and data; coordinates with appropriate executive management
- Acts as liaison for the Human Resources Department and coordinates with professional firms and services
- Arranges committee and other meetings and prepares agendas and minutes

Based on my assessment and expertise, this position is crucial to advancing the HR department. By bringing employee investigations in-house, the County will achieve significant cost savings. Furthermore, with dedicated support for workflows, project management, work trackers, and timelines, this role will enhance HR performance, improve responsiveness, and strengthen communication across departments. This individual will be pivotal in assisting with developing documented procedures and process for HR work flows. This position was approved by the CAO in September 2024.

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.)

Operational Excellence: Operational Excellence To champion a quality workforce that strengthens efficient, accessible, and fiscally responsible County operations to **provide excellent customer service.**

The creation of this position is critical to ensuring consistent and effective HR operations across the organization. This role will focus on strengthening key relationships, streamlining HR processes, and supporting the professional growth of staff members, which ultimately enhances overall organizational effectiveness and employee satisfaction. The core responsibilities of this position include:

1. **Enhancing Customer Service:** Deliver exceptional support to departments and employees by offering improved HR services and guidance. This ensures that HR processes are efficient, transparent, and responsive to the needs of both leadership and staff.
2. **Fostering Partnerships with Local Academia:** Assist with developing strategic partnerships with local universities and colleges to create recruitment pipelines, enhance workforce development, and provide career development opportunities for employees.
3. **Increasing Outreach to HR Generalists:** Standardizing HR operations across departments by strengthening communication and collaboration with department-specific HR generalists with documenting standardized process and procedures in a central location. This will help ensure that best practices are implemented and that HR policies are consistently applied throughout the organization.
4. **Establishing Regular Meetings with Department Leadership:** Facilitate standing meetings with department leadership teams to better understand departmental needs, identify HR challenges, and proactively provide solutions. This close partnership will foster a more strategic approach to HR services and enable alignment between HR and department goals.
5. **Developing Department-Specific HR Training:** Assist with creating customized HR training programs to support succession planning, employee career growth, and leadership development. By providing relevant training opportunities, the organization will better prepare employees for future roles and ensure a continuous pipeline of talent.
6. **Publishing and Training on HR Processes and Procedures:** Develop clear, accessible documentation for HR processes and procedures, ensuring that employees and managers understand HR expectations and can navigate HR services with ease. Provide ongoing training to keep staff up-to-date with HR policies, compliance requirements, and best practices.

In conclusion, this position will enhance the organization's ability to ensure HR services are streamlined, standardized, and responsive to both leadership and staff needs. By centralizing and standardizing key HR operations, we will foster a culture of growth and collaboration, ultimately improving overall organizational performance.

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

Proposed salary \$73,985.60 - \$89,918.40 Annually

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: 2/17/2025

Department making the request: Human Resources

Contact Person: Pannu

Telephone Extension: (530)908-4397

Class of position requested: Senior Personnel Analyst

FTE requested: 1

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

If extra help list dates: to

Org Unit #:

Org Unit Name:

Accounting Unit:

Direct supervisor/manager: Yasmin Lopez/Pannu

Location (address): 625 Court Street

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?)

This position is needed to provide a higher level of expertise, employee engagement and high-quality work around employee benefits and CALPERS. The level and complexity of work needs to be filled at a higher level position. The level of responsibility required for this work is not currently met. There are weekly examples of where employees are negatively impacted.

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.)

All aspects of our employees are touched benefits services. We need our services to our employees to be provided at a high level to accomplish our strategic plan.

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

This would be a new position funded through general fund. There could be an opportunity to use specialized funding be billing this position out the departments.

Base Salary Range: \$103,064-\$125,278

Approved By:

Date:



Existing Position Change Request & Justification Form

Instructions: This form is to be completed by the department when requesting a change to an existing position, and submit 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: 2/19/25

Department making the request: District Attorney's Office

Contact Person: Nikki Abaurrea

Telephone Extension: 530-406-4505

Classification of position: Paralegal

Type of Change: Change from limited term to Regular

Accounting Unit: 2010 2051 131003/2010 2051 131073

Direct supervisor/manager:

Location (address): 301 2nd Street Woodland CA 95695

Justification for Requested Position

Why is there a need to change this position? (If converting a limited term to permanent, why was this position originally approved as a limited term? Why is there a need to convert this position? If changing the classification, explain the job duties of the new position and how will the job duties of the old position be completed?)

Position was originally requested as limited term grant position in Violence Against Women. The grant ended 12/31/23 and it necessary to fund position as a regular FTE in FY25/26

This position will be 50% Criminal Prosecution and 50% Organized Retail Theft (ORT-VP) grant. This position works closely with all Deputy District Attorneys in the criminal division and ORT-VP. This position is critical in assisting the DDA's in the timely request of discovery allowing criminal matters to proceed quickly through the criminal justice system. Additionally, the paralegal position has provided much needed assistance in the prep work benefitting the attorneys who carry larger caseloads due to on-going vacant attorney positions. Finally due to the new California laws and criminal justice reform being demanded by the citizens of Yolo County and California, the workload has dramatically increased for all attorneys and current paralegals. This position is instrumental in assisting deputy district attorneys in their everyday cases. In the grant, the paralegal will collaborate with the DDA and retailers and assist in identifying patterns of organized retail theft.

How does changing 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 meets the goals for thriving residents and safe communities, as this person will be working with DDA's, assisting on their cases as well as with the Organized Retail Theft Grant.

Budget impact of this position. (Explain how this position will be funded on an on-going basis.)

This request will impact the budget as we are asking for the position to be funded by general funds at 50%. The other 50% will be funded by state grant funding. Previously, this position was funded by federal funds as it was a grant position.

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: 2/24/2025

Department making the request: Public Defender's Office

Contact Person: Tracie Olson

Telephone Extension: 530-666-8165 x 8167

Class of position requested: **4 Deputy Public Defenders; 1 Paralegal; 1 Mitigation Specialist; 1 Investigator; 1 Clerical**

FTE requested: 8 new FTE positions = 4 attorneys and 4 support staff

Type of position: Permanent Extra Help
 Limited Term (funding expires:) If extra help list dates: to

Org Unit #: 2101

Org Unit Name:

Accounting Unit:

Direct supervisor/manager:

Location (address): 814 North 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?)

Summary of Need and Request

The Public Defender's FY 2025-2026 request is **\$1,365,000 to add 4 attorneys and 4 support staff.**

This request is necessary to address:

- (1) significant historical staffing deficiencies as revealed by application of the 2023 *National Public Defense Workload Study* standards and the 2020 *NAPD Policy Statement on Public Defense Staffing*;
- (2) the year-over-year increase in felony and misdemeanor cases assigned to this office, namely a 13% and 30% increase, respectively, from calendar year 2022 to calendar year 2024, and
- (3) the anticipated continued upward trajectory of case appointments due to new laws that include *Proposition 36: The Homelessness, Drug Addiction, and Theft Reduction Act.*

This request does *not* reflect the full need of the office but is considered part of a multi-year strategy to add necessary resources to the department, with an initial emphasis on augmenting resources to address the felony and misdemeanor workloads.

The 2025-2026 Request is Necessary and Reasonable

The Public Defender's Office has been chronically and disproportionately underfunded with the county regularly declining to use both general fund and non-general fund dollars to meaningfully address the issue. However, the county cannot escape its fundamental responsibility to provide public defender services. (See Penal Code section 987.2(a)(3).)

According to Yolo County's 2024-25 budget book, the Yolo County District Attorney's recommended budget is \$28,376,680 in total appropriations (including \$3.5 million for Consumer Protection). The Yolo County Public Defender's total appropriations is \$11,037,385, a mere 38.8% of the prosecution's budget.

In 2024-2025, the District Attorney's net county cost was \$12,039,900 and the Public Defender's net county cost was \$10,059,992. Granting this budget request in full – the entire \$1,365,000 – would still not achieve parity in general fund dollars awarded to each office.

In fact, if the county decided to immediately DOUBLE the entire budget of the Yolo County Public Defender's Office, it would still be less than the District Attorney's current total appropriation.

The Services of the Public Defender's Office are Mandated

The services of the public defender are mandated by the United States Constitution, the United States Supreme Court, and the California Constitution. (U.S. Const., 6th Amend.; *Gideon v. Wainwright* (1963) 372 U.S. 335; *Argersinger v. Hamlin* (1972) 407 U.S. 25; and Cal. Const., art. I, § 15.) California law further defines the duties of the public defender to provide legal representation to individuals who cannot afford private counsel in criminal cases and certain other legal proceedings. (California Gov. Code, § 27706.)

Institutional Public Defender Offices Achieve Better Results

The Indigent Defense Improvement Division of the Office of the State Public Defender recently released *California's 58 Public Defense Systems* which found that counties with institutional public defender offices correlate with lower incarceration rates than counties with contract models, and clients represented by institutional offices experienced significantly greater access to immigration specialists, social workers, investigators, and support staff than those represented by conflict counsel systems.

There is a Constitutional Requirement to Limit Workloads

Public defenders have a constitutional and ethical obligation to limit workloads. As the United States Supreme Court observed, "[I]f the right to counsel guaranteed by the Constitution is to serve its purpose, defendants cannot be left to the mercies of incompetent counsel." (*McMann v. Richardson* (1970) 397 U.S. 759, 771 n. 14.) Incompetent or inadequate representation undermines the fairness of trials and just outcomes. (*Strickland v. Washington* (1984) 466 U.S. 668, 686; *Lafler v. Cooper* (2012) 566 U.S. 156.)

The statutory mechanism to limit workloads is found in the Penal Code. When the public defender refuses representation due to "a conflict of interest or other reasons" the county is required to pay other appointed counsel for compensation and for necessary expenses to ensure constitutionally guaranteed representation. (Penal Code section 987.2(a)(3).)

The Supreme Court and California State Bar Set Public Defender Service Levels

The quality standard of legal defense representation is defined by the United State Supreme Court, which stated that the Sixth Amendment right to counsel means the right to “reasonably effective assistance of counsel pursuant to prevailing professional norms of practice.” (*Strickland v. Washington* (1984) 466 U.S. 668, 688.)

Courts have identified various scenarios where ineffective assistance of counsel violates an individual’s rights, including:

- Late assignment of counsel preventing effective preparation and trial aid. (*Powell v. Alabama* (1932) 287 U.S. 45, 71–72.)
- Representation of clients with known conflicts. (*Glasser v. United States* (1942) 315 U.S. 60.)
- Substandard expert use. (*Hinton v. Alabama* (2014) 571 U.S. 263.)
- Neglecting proper case investigation. (*Sears v. Upton* (2010) 561 U.S. 945, 952; *Rompilla v. Beard* (2005) 545 U.S. 374.)
- Providing erroneous plea advice. (*Lafler v. Cooper* (2012) 566 U.S. 156.)
- Failure to communicate plea offer. (*Missouri v. Frye* (2012) 566 U.S. 134.)
- Failure to advise of deportation risks. (*Padilla v. Kentucky* (2010) 559 U.S. 356.)
- Breakdown in advocacy leading to denial of adversarial process or meaningful testing of prosecution’s case. (*United States v. Cronin* (1984) 466 U.S. 648, 658.)

Moreover, the California State Bar Rules of Professional Conduct prohibit lawyers from failing to perform legal services with competence (Rule 1.1.) and failing to act with diligence (Rule 1.3.)

The 2023 National Public Defense Workload Study

Multiple states have conducted indigent defense workload studies to assess necessary staffing levels. These states include Oregon (2022), New Mexico (2022), Utah (2021), Indiana (2020), North Carolina (2019), Michigan (2019), Rhode Island (2017), Colorado (2017), Louisiana (2017), Texas (2015), Missouri (2014), Virginia (2010). California recently commissioned a report on the state of indigent defense; the report is due in early 2025.

In 2023, the national study, the *National Public Defense Workload Study* (NPDWS), was released. This study was a collaboration between the RAND Corporation, the National Center for State Courts, the American Bar Association Standing Committee on Legal Aid and Indigent Defense, and the Law Office of Lawyer Hanlon. The NPDWS analyzed existing state studies and assembled its own Delphi panel of experts to inform the case weights to be assigned to case types. Case weights represent the number of hours required, on average, to handle a given case type.

Case weights provide a basis for any public defense system to assess overall caseloads and staffing and plan for future needs. The case weights produced by the NPDWS are below.

NPDWS (2023)

	<u>Hours</u>	<u>Examples</u>
Misdemeanor-Low	13.8	petty theft, drug possession, trespass, criminal traffic offenses
Misdemeanor-High	22.3	domestic violence, assault, animal cruelty, exposure
DUI-Low	19	misdemeanor
DUI-High	33	felony
Felony-Low	35	theft, larceny, burglary, simple assault
Felony-Mid	57	arson, robbery, breaking/entering, drug distribution/manufacturing
Felony - High - Other	99	manslaughter, aggravated assault, assault with a weapon, kidnapping

Felony - High - Sex	167	rape, aggravated sexual assault, child sex abuse
Felony-High-Murder	248	first and second-degree murder and felony murder
Felony-High-LWOP	286	felonies with possible sentences of life without parole

Application of the NPDWS to 2024 Felony and Misdemeanor Public Defender’s Office Assignments

New felony and misdemeanor cases appointed to the public defender’s office have risen approximately 13% and 30% respectively in 2024 as compared to 2022. Resources afforded the public defender’s office have not kept pace. The 2024 felony and misdemeanor appointments are estimated* to be 1,161 felonies and 2,407 misdemeanors. (*The actual caseload assignments from January 1, 2024, to September 30, 2024, were used to estimate the final quarter.) This upward trend is expected to continue, due in part to the passage of Proposition 36.

The office employs 29 attorneys, 17 of whom are assigned to felony teams and 5 to the misdemeanor team, with the remaining assigned to juvenile, *Padilla* immigration, post-conviction including implementation of the Racial Justice Act, and administration. Due to overwhelming caseloads, managers including the Public Defender are assigned high-level cases (e.g., homicide and aggravated sex cases).

For the sake of this budget request, the NPDWS hours applied to the felony and misdemeanor cases assigned to the office in 2024 are those of “felony-low” and “misdemeanor-low” across the board, regardless as to what case types were actually assigned.

Felony:

1,161 Felony-Low cases x 35 hours needed per case = 40,635 hours needed
 1,600 hours annual attorney availability x 17 attorneys = 27,200 hours available
DEFICIT: 13,435 hours or 8.39 attorneys

Misdemeanor: For the sake of this budget request, a 60% discount factor is applied to the total number misdemeanor assignments to account for misdemeanors that are trailing felonies and individuals with more than one pending misdemeanor case.

2,407 Misdemeanor-Low cases less 60% = 962 cases x 13.8 hours needed per case = 13,275 hours needed
 1,600 hours annual attorney availability x 5 attorneys = 8,000 hours available
DEFICIT: 5,275 hours or 3.29 attorneys

The net effect is that the office requires 8.39 + 3.29 = 11.58 new attorneys simply to come into alignment with an extremely conservative application of the 2023 NPDWS.

Non-Attorney Staff

The National Association for Public Defense’s May 2020 *NAPD Policy Statement on Public Defense Staffing* calls for “at a minimum, ... , one investigator for every three lawyers, one mental health professional, often a social worker, for every three lawyers, and one supervisor for every 10 litigators. Additionally, there should be one paralegal and one administrative assistant for every 4 lawyers.”

Currently, the office is not within the NAPD attorney to non-attorney ratio. Currently, the office requires 2.7 more investigators, 4.7 more mitigation specialists, 3.5 more paralegals, and 1.5 more clerical staff to become in compliance.

The Local Analysis Has Yet to Be Expanded to Other Case Types

The present analysis does not address staffing deficiencies as to caseloads involving other case types, to include juvenile clients (delinquency cases), bail matters, violation of supervision matters, mental health commitments (e.g., sexually violent predator cases, not-guilty-by-reason-of-insanity and mentally disordered offender commitments), conservatorship, writs & appeals, and post-conviction cases. **The post-conviction unit has been significantly impacted by new laws that include the Racial Justice Act, and this impact promises to be exacerbated as limited grants expire.**

Proposition 36: the Homelessness, Drug Addiction, and Theft Reduction Act

Since December 18, 2024, the effective date of Proposition 36, the District attorney's office has been utilizing its discretion to file felony charges in cases that for over a decade could only be charged as misdemeanors. As of February 19, 2025, the Public Defender's Office has been appointed on 41 of these new felony cases charged pursuant to Health and Safety Code section 11395 and Penal Code section 666.1. Proposition 36 does not apply to conduct that occurred prior to December 18, 2024, so these 41 new felony cases were not "saved up" waiting for the law to go into effect. Rather, they reflect the prosecution's new charging philosophy regarding how to address personal-use-drug-possession and theft crimes going into 2025-2026. At this rate, the Public Defender's Office could expect to be annually appointed on 246 felony cases attributable solely to the passage of Proposition 36. The NPDWS would classify these cases as "Felony-Low" and assign each a case weight of 35 hours, **which would require the attorney availability of 5 ADDITIONAL felony attorneys to handle this new caseload.**

Conclusion

Without adequate funding, justice becomes one-sided. I urge approval of this request to balance the scales and uphold the rights of our community's most vulnerable.

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

The Board's strategic plan emphasizes **Operational Excellence**, ensuring a strong workforce that provides accessible and high-quality county services. It also prioritizes **Thriving Residents**, aiming to reduce disparities and enhance quality of life by delivering essential services.

Deputy Public Defenders are essential to fulfilling these goals. They serve as trial attorneys defending individuals accused of crimes, ensuring the Constitutional right to counsel is meaningful—not just in name, but in practice. Quality legal representation prevents wrongful convictions, excessive punishments, and costly appeals, promoting both justice and public safety. Public defenders also play a critical role in connecting clients to necessary services, addressing underlying issues that contribute to system involvement.

Underfunding the Public Defender's Office not only harms the accused but also undermines Yolo County's commitment to fairness, efficiency, and justice. Adequate resources for the Public Defender's Office are essential to upholding the County's strategic vision and ensuring an equitable legal system for all.

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

Possible sources of funding:

- **General Fund.**
- **2025-26 Prop 172 funds.** Public defender offices are authorized to receive Prop 172 funds (e.g., Santa Barbara, Napa, Ventura, San Joaquin, Nevada, Riverside, and Kern allocate Prop 172 funding to their public defender offices). The County has historically excluded the public defender's office from this funding, choosing instead to use it to fund the Sheriff Department, Probation Department, and the District Attorney's Office.
- **Cache Creek funds.** In the past, the county allocated a portion of funds received from the Yocha Dehe Wintun Nation to the public defender's office to offset the additional caseload caused by the presence of Cache Creek Casino & Resort (e.g., DUIs, assaults, thefts, etc. that occurred on the premises of or due to the operations of the casino).

Total: \$1,365,000 for 8 positions (4 attorneys and 4 non-attorneys)

- 4 Deputy Public Defenders: \$180,000 x 4 = \$720,000
- 1 Paralegal. \$120,000
- 1 Mitigation Specialist. \$205,000
- 1 Investigator: \$200,000
- 1 Clerical: \$120,000

Approved By:

Tracie Olson, Chief Public Defender

Date:

2/24/2025



Existing Position Change Request & Justification Form

Instructions: This form is to be completed by the department when requesting a change to an existing position, and submit 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: _____

Department making the request: _____

Contact Person: _____ Telephone Extension: _____

Classification of position: _____

Type of Change: _____

Accounting Unit: _____

Direct supervisor/manager: _____

Location (address): _____

Justification for Requested Position

Why is there a need to change this position? (If converting a limited term to permanent, why was this position originally approved as a limited term? Why is there a need to convert this position? If changing the classification, explain the job duties of the new position and how will the job duties of the old position be completed?)

How does changing 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.)

Budget impact of this position. (Explain how this position will be funded on an on-going basis.)

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: 3/24/24

Department making the request: District Attorney's Office

Contact Person: Nikki Abaurrea

Telephone Extension: 530-406-4505

Class of position requested: Senior Admin Service Analyst

FTE requested: 1

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

If extra help list dates: to

Org Unit #: 43

Org Unit Name: DA Consumer Fraud/Environmental

Accounting Unit: 2141 2055 131046

Direct supervisor/manager: Rachel Hilzinger or David Irely

Location (address): 414 4th Street

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 Consumer Fraud/Environmental Protection collaborates with all CFEP units within the State of California. Taking the lead in many of these cases. This unit continues to grow, and they require the addition of a Senior Admin Service Analyst to manage the day-to-day administrative support of this unit. This person will be under the direction of the Asst Chief Deputy District Attorney. On top of the day-to-day management of Admin support, this person will be working on special projects that effect all CFEP units within California as well as the citizens of California. This person will be supervising the Legal Process Clerk within the unit and could possible supervise the Paralegals.

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 assist with the strategic plan for collaborative community and sustainable environment

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

No general fund impact. Position will be funded by Forfeitures and Penalties.

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: 3/24/24

Department making the request: District Attorney's Office

Contact Person: Nikki Abaurrea

Telephone Extension: 530-406-4505

Class of position requested: Legal Process Clerk

FTE requested: 1

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

If extra help list dates: to

Org Unit #: 43

Org Unit Name: DA Consumer Fraud/Environmental

Accounting Unit: 2141 2055 131046

Direct supervisor/manager: Rachel Hilzinger or David Irely

Location (address): 414 4th Street

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?)

As the Consumer Fraud and Environmental Protection Division expands and handles a higher volume of case referrals and complaints submitted by members of the public, more support staff is needed. Another Legal Process Clerk will take some of the existing workload off the CFEPD support staff – including both case-related assignments, such as assisting with civil discovery and ongoing investigations, and administrative duties, such as assisting with travel arrangements and calendaring. Over the past year, CFEPD has brought on additional attorneys, as well as newer investigative staff, and has been handling a larger volume of cases. Another LPC is required to handle the overall increased 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.)

This position is consistent with the County's strategic plan in the area of "Thriving Residents" and "Safe Communities." The CFEPD is of paramount importance in protecting the environment and other natural resources within Yolo County, as well as protecting Yolo County residents from both environmental harm and consumer fraud/harm (different types of scams, unlicensed businesses, food safety, etc.) When the CFEPD has more attorneys, investigators, and support staff, the CFEPD has the capacity to handle a higher volume of cases, thereby increasing public health and safety and getting as many businesses operating within Yolo County into compliance with environmental and consumer protection laws as possible. This helps fulfill the County's goals of "Thriving Residents" and "Safe Communities."

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

No general fund impact. Position would be funded by fine, forfeitures, and penalties.

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: 3/24/24

Department making the request: District Attorney's Office

Contact Person: Nikki Abaurrea

Telephone Extension: 530-406-4505

Class of position requested: Deputy District Attorney IV

FTE requested: 1

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

If extra help list dates: to

Org Unit #: 43

Org Unit Name: DA Consumer Fraud/Environmental

Accounting Unit: 2141 2055 131046

Direct supervisor/manager: Rachel Hilzinger or David Irely

Location (address): 414 4th Street

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?)

Over the past year, the Consumer Fraud and Environmental Protection Division continued to increase the volume of cases being handled and investigated by its Deputy District Attorneys. The Division's cases primarily stem from complaints we receive from members of the public; case referrals from our partner environmental, consumer protection, or other enforcement agencies; and multi-jurisdictional cases we either originate or are invited to join by other California District Attorneys' Offices or the Attorney General's Office. When we have additional attorney staff, the Division naturally self-generates more cases and investigations, and has the capacity to do so effectively. This pro-active approach allows us to bring businesses operating within Yolo County into compliance with any relevant environmental and consumer protection laws at both a higher rate and speed. The new Deputy District Attorney position will have the civil litigation and lawyering skills needed to handle a complex caseload. This DDA IV will assist the Division in the above-stated goals by investigating and prosecuting consumer fraud and environmental cases in conjunction with the other attorneys in the Division.

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 is consistent with the County's strategic plan in the area of "Thriving Residents" and "Safe Communities." The CFEPD is of paramount importance in protecting the environment and other natural resources within Yolo County, as well as protecting Yolo County residents from both environmental harm and consumer fraud/harm (different types of scams, unlicensed businesses, food safety, etc.) When the CFEPD has more attorneys, investigators, and support staff, the CFEPD has the capacity to handle a higher volume of cases, thereby increasing public health and safety and getting as many businesses operating within Yolo County into compliance with environmental and consumer protection laws as possible. This helps fulfill the County's goals of "Thriving Residents" and "Safe Communities."

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

No budget impacts. Position would be funded by fines, forfeitures, and penalties

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: 10/2/2024

Department making the request: Community Services

Contact Person: Todd Riddiough/Shelby Milliren

Telephone Extension: x8039/x8022

Class of position requested: Assistant/Road Maintenance Worker

FTE requested: 4.0

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

If extra help list dates: to

Org Unit #:

Org Unit Name:

Accounting Unit: 2030-3011-120029

Direct supervisor/manager: Marcelino Azevedo/Thomas Liberto/Ed Medina

Location (address): 294 W. Beamer St, 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?)

These positions are needed to help staff our signs and markings department of the Road Maintenance Crew. The past several years there have only been two employees dedicated to this group, and it has not been enough staffing to complete all of the traffic sign maintenance and replacement projects in our work queue. Adding these staff will provide the ability to complete more of this work and to form a standing road striping crew that can be available throughout the road construction season. The Road Maintenance Crew will be receiving a new paint truck for striping county roads in early 2025. Two employees are required to operate just the paint truck itself. Having four new staff to our signs and markings department will allow us to increase our ability to perform needed traffic sign maintenance simultaneously with advancing a new traffic striping program for the County.

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 these positions to provide staffing for the signs and markings department of the Road Maintenance Crew supports the Thriving Residents pillar of the strategic plan by enhancing county infrastructure.

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

These positions will be funded with the Highway User Tax Account (HUTA). We have been notified by the State Controller's Office that we need to utilize our funding source and spend down some of our HUTA fund balance.

The annual fiscal impact to add the 4 position is approximately \$102,000/position equating to \$408,000 in total.

The FY24-25 estimated increase for adding 4 positions is approximately \$59,000/position equating to \$235,000 in total.

Approved By:

Todd Riddiough

Date:

10/2/2024



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: 10/2/2024

Department making the request: Community Services

Contact Person: Todd Riddiough/Shelby Milliren

Telephone Extension: x8039/x8022

Class of position requested: Road Supervisor

FTE requested: 1.0

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

If extra help list dates: to

Org Unit #:

Org Unit Name:

Accounting Unit: 2030-3011-120029

Direct supervisor/manager: Ed Medina

Location (address): 294 W. Beamer St, 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?)

This position is needed to provide full-time supervision and direction to the signs and markings department staff team of the Road Maintenance Crew. Currently, the existing two Road Supervisors are expected to cover this assignment. In early 2025, the Road Maintenance Crew will be receiving a new paint truck for striping county roads. With this new equipment will be associated staff training and creation of a road striping plan. However, these new responsibilities are too burdensome for the current workload of the two existing Road Supervisors, and over the years line staff have been expected to cover the oversight responsibilities in the signs and markings department (that couldn't be handled by the Road Supervisors). Adding this position will help better organize and assign Road Supervisor duties for the entire Road Maintenance Crew, and put the signs and markings department oversight responsibilities on the appropriate staff member, and not line 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.)

Adding this position to supervise and direct the work of the signs and markings department of the Road Maintenance Crew supports the Thriving Residents pillar of the strategic plan by enhancing county infrastructure.

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

This position will be funded with the Highway User Tax Account (HUTA). We have been notified by the State Controller's Office that we need to utilize our funding source and spend down some of our HUTA fund balance.

The annual fiscal impact to add the 1 Road Supervisor position is approximately \$153,000.

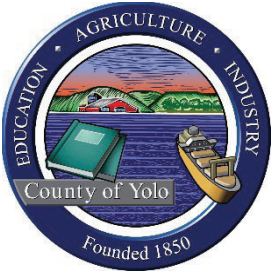
The FY24-25 estimated increase for adding this position is approximately \$88,000.

Approved By:

Todd Riddiough

Date:

10/2/2024



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.

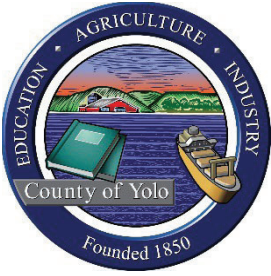
Unless otherwise stated, all information should be filled out by the hiring manager.

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): Outpatient Mental Health	Benefiting Subprogram(s): Crisis Services
Hiring Manager: Mario Gallegati	Telephone Extension: 8786
Supervisor for Position: Cheri Hendrickson	
Position #: 2456/2459	Vacancy Date: New
Current Position Classification: N/A	Class of Position Requested: Behavioral Health Case Manager I/II
# of FTE Requested: 1	List Type: <input 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 checked="" type="checkbox"/> Preferred <input type="checkbox"/> Not required or preferred	If bilingual required or preferred, which language(s): Spanish
Location of Position (Address): 600 A Street Davis, CA 95616	Cubicle/Office #: TBD in the Davis Clinic
Date Request Submitted: 1/15/25	

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 Manager over HR.	<input type="checkbox"/> I am requesting an additional FTE. <input checked="" 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 Manager over HR.
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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 recently resumed behavioral health services in the HHSA Davis outpatient clinic that was previously staffed by a former contractor, Communicare Ole. The clinic was staffed with a crisis clinician, MD. RN, case manager, etc. HHSA is in need of a Behavioral Health Case Manager to help coordinate and facilitate client connection to appropriate substance use and behavioral health programs and services. The prior contract for these services was approximately \$72,651 per month (\$871,818 annualized), so providing these services with County staff will represent a significant cost savings. This position is in the approved MHSA FY24-25 plan and if the position is not approved, the County will not be able to provide an appropriate level of service to the vulnerable clients that come into the Navigation Center.

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

Position will provide case management services for clients being served at the Davis Navigation Center. Clients who go to the Navigation Center include those with mental health conditions who are not currently accessing services; individuals recently released from jail/hospital/other institutions and are not currently accessing services; and clients who have stable, well-managed mental health care but face instability due to underlying challenges with basic needs such as housing, food or employment. These are not new duties but were previously provided by a contracted vendor and will now need to be provided by County staff.

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 is a client facing position at a clinic with 8 am - 5 pm business hours, requiring a full time, in person employee.

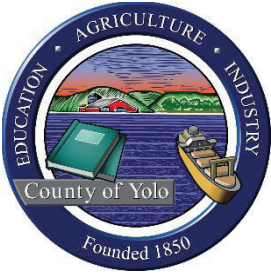
POSITION REQUEST TYPE – PLEASE MARK ONE OPTION BELOW:

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 Manager over HR.

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 Manager over 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:

Repurposing existing vacancy from PH Branch Pos ID#: 2962 Sr. PH Nurse to fund this position using MHSA funds. (HN 1/30/25)

Branch Director Signature: Marisa Green Digitally signed by Marisa Green
Date: 2025.01.30 16:06:53 -08'00'

Date: 1/30/25

HSA HUMAN RESOURCES REVIEW

HR Recommendation: Approved Disapproved

Comments:

HR Signature: Jenny Brown Digitally signed by Jenny Brown
Date: 2025.01.30 16:42:48 -08'00'

Date: _____