



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: 7/31/26

Department making the request: District Attorney's Office

Contact Person: Nikki Abaurrea

Telephone Extension: 530-406-4505

Class of position requested: Case Prep Specialist

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: 2010 2051 131075

Direct supervisor/manager: Shad Begley

Location (address): 301 2nd 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?)

We are asking to fund a Case Prep Specialist. This would be a new position needed to assist with the volume of digital evidence/discovery related to the Esparto/Oakdale Fire.

There are 8 defendants and possibly more related to the Esparto/Oakdale Fire. The investigation remains ongoing, and the prosecution of this case will take several years. The magnitude of the case and volume of discovery cannot be overstated. We are constitutionally required to prosecute this case for the victims, people of Yolo County, and the people of California.

We currently have 2 Case Prep Specialist with a high workload. The amount of digital evidence/discovery in the Esparto/Oakdale Fire is very overwhelming and has created an impossible workload for these staff members. It would require overtime for them to get everything completed. We are required to give discovery to the defense by law and with the Esparto/Oakdale fire, the judge has required quick turnaround.

Overtime is not a good solution as it causes mental and physical health issues and would approximately cost the same a new position.

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 meets the goals for thriving residents and collaborative communities. The Yolo County District Attorney's office is constitutionally required to prosecute individuals who inflict harm on the citizens of Yolo County and protect public safety. This position will be working with the defense attorney's of the 8-defendants. Seven people were killed in this high profile case. This position will be following the law, providing discovery, assisting those trying to help the community feel safer and give the victims justice.

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

We are requesting additional general funds for this position.

Approved By:

Date:



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Basic Information

Date request submitted: 8/13/26

Department making the request: HHSA

Contact Person: Kerrie Covert

Telephone Extension: 2612

Class of position requested: 2459 - Behavioral Health Case Manager I/II

FTE requested: 2

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

If extra help list dates: to

Org Unit #: 5507

Org Unit Name: Behavioral Health & Veterans Services

Accounting Unit: 140710 and 140716

Direct supervisor/manager: Kerrie Covert

Location (address): 137 N. Cottonwood 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?)

The 2 BHCMS are essential to implementing the BHSA Housing Interventions program. Their critical duties include serving individuals who have exhausted CS or who do not qualify for CS but remain eligible for BHSA. Critical duties: providing key financial & housing assistance (security deposits, application fees, participant support funds to help clients access and retain stable housing; the BHCMS will deliver intensive housing stabilization services, engage landlords to support long term housing retention, which is central to integrating housing interventions within BH. A critical function will be creating a direct pathway from encampments to permanent housing for individuals with BH needs, working closely with the Homeless Outreach/ECM team, the BHCMS will help build a seamless, coordinated system across homeless services, housing interventions, CalAIM and BH. This integration ensures clients receive the right level of care, funding streams are used correctly, and County resources are maximized. These are new duties and there is not another position or classification performing these duties. These positions will not supervise 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.)

These positions are needed to comply with Proposition 1 and the BHSA mandate to develop a housing intervention program. BHSA is requiring counties to allocate 30% of its allocated funding to develop a program to integrate homeless and housing services into Behavioral Health. Approving these two BHCM positions strengthens the County's capacity to reduce homelessness, increase service coordination, and deliver the comprehensive supports needed for clients to obtain and maintain stable housing. These roles are critical to meeting BHSA expectations and fulfilling State-mandated integration efforts. If these positions are not approved Yolo County will not be compliant with the State Mandate and would expose the County to State sanctions, financial penalties, and potential loss of critical funding—ultimately impacting the County's financial stability and its ability to serve vulnerable residents.

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

This position will be funded by BHSA funds.

Approved By: Tony Kildare, LCSW

Date: 8/13/26

Digitally signed by Tony Kildare, LCSW
Date: 2026.08.14 10:58:11 -07'00'



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:



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Basic Information

Date request submitted: 8/13/26

Department making the request: HHSA

Contact Person: Kerrie Covert

Telephone Extension: 2612

Class of position requested: 2261 - HHS Program Coordinator

FTE requested: 1

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

If extra help list dates: to

Org Unit #: 5507

Org Unit Name: Behavioral Health & Veterans Services

Accounting Unit: 140710 and 140716

Direct supervisor/manager: Kerrie Covert

Location (address): 137 N. Cottonwood 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?)

The BHSA Housing Intervention Program coordinator position will be overseeing two Housing Intervention Behavioral Health Case Managers (BHCM), two Homeless Outreach/ECM/CS BHCMS, and three analysts. Each of these positions plays a critical role in implementing Housing Interventions, meeting CalAIM requirements related to ECM and Community Supports, and coordinating the simultaneous integration of multiple system reforms. The requested Program Coordinator position is essential to leading this integration work. This position will provide essential oversight to guarantee that staff apply the correct funding streams in the proper sequence, as required by the State, in order to maximize revenue and maintain compliance. These duties are new and result directly from Proposition 1, recent State mandates, and expanded BHSA requirements. Currently, these responsibilities are being absorbed by a Manager II, which limits their ability to perform core managerial functions and creates operational bottlenecks. The Program Coordinator role is therefore necessary to shift these new and complex duties to a dedicated position, ensuring the County can effectively implement mandated reforms, maintain program integrity, and protect revenue. This position will supervise 4 Behavioral Health Case Managers and 3 Analysts.

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 critical duties of the proposed Program Coordinator position include supporting staff in the full implementation of the BHSA Housing Interventions Program, ensuring the effective integration of homeless services into Behavioral Health, and aligning ECM and Community Supports with CalAIM reforms within BHSA. This role will ensure that silos are broken down, staff workflows are aligned, services are seamlessly coordinated, and clients receive fully integrated behavioral health, housing, and homelessness supports. The coordinator will also ensure that County systems remain aligned with State-mandated reforms and that funding streams are accessed in the correct sequence, as required by the State. Without this position, the County will not have the operational capacity to meet State expectations for integrating Behavioral Health Services with Housing and Homeless Services. Gaps in coordination may result in improper use of funding sources, delays in service delivery, and a failure to comply with CalAIM and BHSA related mandates. These risks could expose the County to State sanctions, financial penalties, and potential loss of critical funding—ultimately impacting the County's financial stability and its ability to serve vulnerable residents.

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

This position will be funded by BHSA funds.

Approved By: Tony Kildare, LCSW

Date: 8/13/26

Digitally signed by Tony Kildare, LCSW
Date: 2026.08.14 10:58:45 -07'00'



Existing Position Change Request & Justification Form

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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

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

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BASIC INFORMATION

Date request submitted: 9.11.26 (Revised Final Adopted Budget Version)

Department making the request: Probation

Contact Person: AnnMarie Boylan

Telephone Extension: X5329

Class of position requested: Social Worker (Job Code 486)

FTE requested: 1

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

If extra help list dates: to

Org Unit #: 132

Org Unit Name: Probation

Accounting Unit: 2010.2613.132009 (JDF)

Direct supervisor/manager: Melissa Elliott, Asst Supt JDF

Location (address): 2880 E. Gibson Rd. Woodland

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?)

There are three main objectives to hiring a Social Worker: (1) to bring the JDF into compliance with BSCC requirements for a robust schedule of evidence based programming for youth in juvenile facilities and (2) to comply with the mandated requirement through CalAIM that a social worker will provide linkage to necessary services while a youth is incarcerated and (3) continue that linkage to the community once a youth is released. The types of services are comprehensive and include medical, dental, mental health, SUD services, education and community support, and to comply with OYCR's goals which is to provide SYTF programming while keeping the youth local. In addition, the opening of our own SYTF pod will redirect our own SYTF funds back to Yolo County and provide a possible revenue opportunity for the Department. This position will not be a direct supervisor but will collaborate with other staff and individuals and contractors outside the department.

Duties include but are not limited to:

- Oversee responsibility for the in-custody programming including creating a comprehensive and expansive program and integrating reentry strategy with the Probation Executive Team, local law enforcement and community partners.
- Utilize evidence-based principles, approaches and best practices to establish and recommend new and/or improve existing in-custody programs and services that will decrease recidivism; and assess educate and prepare in-custody youth for success.
- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff, consultants, and contractors responsible for technical support of the assigned program activities.
- Establishes clear, consistent, and regularly reported performance measures for organizations and providers proposing in-custody programs; assures standardized performance measures are included in all contracts and implemented across all programs.
- This position would be a facilitator of various programs as well as facilitating programs and/or budget, grant development including securing facilities, equipment and materials needed for program operations; monitoring and approving the unit's budget and expenditures; providing input about program funding needs and formulating

strategies to obtain funding; and leading, initiating, and/or collaborating with other departments to write, review, and/or submit grant proposals.

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 addition of this position will help support the County Strategic Plan initiatives “collaborative community” and “thriving residents” as robust evidence-based programming will foster successful reentry of justice-involved youth into the community. This will also support the departmental goals of reducing juvenile recidivism and improve youth well-being by delivering timely, high-quality court recommendations and expanding family-centered, culturally responsive, community-based services that prioritize accountability, competency development, and public safety.

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

Mid-Level Cost for a Social Worker (Class 486) is \$70,738 Salary and \$59,778 Benefits for a total position cost of \$130,456. This position is requested as a limited-term position initially and will be paid in the first year 100% through the Probation Department's Special Revenue allocation (SYTF). This allocation has been given to all counties due to the realignment of responsibility for care, custody, and supervision of the highest risk juvenile justice youth to local jurisdictions. This allocation is anticipated to be ongoing. A recap of this funding source since its inception in FY'22-23 is provided below:

SYTF Revenue by Fiscal Year	Actual Allocation Received
Fiscal Year 2022-2023	751,129
Fiscal Year 2023-2024	1,063,603
Fiscal Year 2024-2025	873,806
Fiscal Year 2025-2026	983,292
Fiscal Year 2026-2027 (Estimated)	910,975

Note: Since the program's inception, the Probation Department hasn't spent the full allocation and has a fund balance of \$2.9M as of 6.30.25.

Probation is in the process of applying for full licensure of an SYTF (Secure Youth Treatment Facility) pod in the JDF. This is a process which could take six months. In addition to establishing this new unit, we will also be working on establishing a Medi-Cal Administrative Activities claiming unit which will allow us to use our State funds (SYTF) to match Federal funds (50/50). This will allow Probation to confidently move this position into a full-time permanent position and fund this position easily within our current resources. The long term funding plan for this position is 50% MAA/50% SYTF allocation.

Approved By:

Date: