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AGENDA COVER MEMO

AGENDA DATE: September 13, 2005

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER _____ / IN THE MATTER OF ADDING A TEMPORARY 0.5 FTE OFFICE ASSISTANT 1-BILINGUAL POSITION TO PUBLIC HEALTH

I. MOTION

ORDER _____ / In The Matter Of Adding a Temporary 0.5 FTE Public Health Office Assistant 1-Bilingual Position.

II. ISSUE OR PROBLEM

Public Health requests a Temporary Office Assistant 1-Bilingual (OA1B) position. Public Health would like to fill the temporary position as soon as possible in order to be able to provide adequate office support in the Family Planning and WIC clinics. The Family Planning program decreased their bilingual OA 2 from 2 FTE to 1 in January as a cost saving measure. The program is now in the middle of an outreach effort. With increasing numbers of clients, there is an increased need for support staff. In addition, the only current bilingual OA 2 is also working in the Breast & Cervical Prevention Program which is unable to serve Spanish speaking clients if she is not available to the program. The WIC Program experiences a high need for additional reception staff during the first week of each month so that greater numbers of clients can be served promptly. Most WIC classes are held during the first week of the month and the largest percentage of clients arriving for walk-in services do so during that time.

III. DISCUSSION

A. Background

The person in this temporary position would perform OA1B duties for the Family Planning and WIC programs. Temporary OA1B duties would include: general clerical duties such as typing, filing, and data entry; serving as receptionist and appointment scheduler by answering phone and assisting the public; typing agendas, forms, and notices; setting up and maintaining files; collecting, sorting, dating, and distributing mail; preparing billing invoices;

operating office equipment such as typewriter, computer, copier, and fax. This position would be supervised by the nurse supervisor, the WIC supervisor, or the program manager depending upon the employee's work assignment.

B. Analysis

Funding for this position will come from existing appropriations within the Family Planning program and the WIC program. The Family Planning program has been doing a concerted outreach effort which has brought a noticeable number of additional clients into the program for both Family Planning Expansion Project and Oregon Health Plan. The clinic needs this temporary office support position in order to be able to see the increased number of clients and to be available for Spanish speaking clients. OA staff has been cross trained to other programs to make most efficient use of available time and tasks. Tight scheduling is done to assure necessary coverage in programs. Where there are unavoidable gaps, temporary coverage is needed.

C. Alternative / Options

1. To add a temporary 0.5 FTE OA1B position. This would allow Lane County Public Health to better meet the public health needs of our community by freeing-up designated staff that may otherwise be unable to accomplish their duties due to increased workload.
2. To not add a temporary 0.5 FTE OA1B position. This will mean that additional staff time will not become available to meet the need for Public Health services in Lane County.

D. Recommendation

To approve number one above.

E. TIMING

Upon Board approval, a temporary .5 FTE Public Health OA1B position will be added to Public Health effective September 13, 2005.

IV. IMPLEMENTATION / FOLLOW-UP

Upon approval by the Board of County Commissioners, the department will work with Human Resources to fill the position.

V. ATTACHMENT

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION) IN THE MATTER OF ADDING A TEMPORARY 0.5 FTE
AND ORDER:) OFFICE ASSISTANT 2 POSITION TO PUBLIC HEALTH.

WHEREAS, staff in the Department of Health & Human Services, Public Health Division would like to be able to provide adequate office support in Family Planning and WIC; and

WHEREAS, Lane County Public Health would like to create a temporary Office Assistant 1-Bilingual position to better meet the public health needs of our community.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners create a temporary 0.5 FTE Public Health Office Assistant 1 Bilingual position in the Department of Health & Human Services effective September 13, 2005.

DATED this _____ day of September, 2005

Anna Morrison, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 9/1/05 lane county
Shadlow
OFFICE OF LEGAL COUNSEL