

MEMORANDUM

DATE: April 26, 2019

TO: Personnel and Finance Committee

FROM: Kate Austin-Stanford, Operations Director, PHMDC

SUBJECT: **Approval to fill vacant Health Equity Coordinator Position #1093 (vacant longer than 6 months)**

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #1093 has been vacant for longer than six months.

1.) What is the nature of the work or what is the essential function?

The Health Equity Coordinator's essential functions are to build, direct, manage, and ensure implementation and effectiveness of the PHMDC's Health and Racial Equity (HRE) plan that result in measurable positive results; systematically foster an agency-wide culture of centering policies, procedures and practices that are aligned with principles of health and racial equity through:

- Leading processes to continuously increase integration of health and racial equity strategies into organizational systems
- Researching and design appropriate organization-wide professional development and training.
- Developing and/or coordinate health and racial equity capacity building opportunities for all levels of management and employees
- Establishing a continuous HRE monitoring, reporting, communication and evaluation system
- Regularly reporting the status of HRE efforts and impacts
- Assisting in planning and facilitating HRE projects from start to finish, including designing trainings and technical assistance methods, tools, and materials

2.) How has the function been fulfilled without this position?

The key functions of this position, leadership and strategy development, have not been fulfilled in the absence of a dedicated Health Equity Coordinator. This vacancy has reverberated throughout the department and is as evidenced by the slowing of the facilitation of the department's health and racial equity goals related to the development and practice of an equitable community engagement strategy, advancement of equity-driven policies and programs, among other priorities.

3.) What will be the impact on the Department's function and mission if the position remains vacant?

The prolonged vacancy of this important leadership position will continue to result in the following:

- Reduction in momentum and perceived commitment to HRE learning and implementation of work plan activities
- Loss of connection between HRE activities and larger organizational initiatives
- Reduction of capacity and bandwidth to fully and systematically integrate HRE into foundational agency documents, including performance management and quality improvement plan, workforce development plan, a revised strategic plan, as well as all of the program work we do on a daily basis