

Date: July 1, 2016

To: Chair and Members of the Personnel and Finance Committee

From: Janel Heinrich, Director

Subject: PHN FTE – reallocation from vacated funded position Hirsch (#2153) to Allison Reyes (#2687)

County Ordinance 29, 52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are new or have been vacant longer than six months. I am seeking approval to transfer .15 of PHN FTE (Susan Hirsch, position #2153 – retired in 2014) to boost the FTE of Allison Reyes (PHN, position #2687). Allison's increase in FTE, from .85 to 1.0, will start on September 5, 2016. It is our goal as an agency to support and maintain staff at full time status (1.0 FTE) as it allows us more flexibility in staffing our programs, providing cross-training and coverage in the event of an outbreak.

Allison currently divides her FTE between ACD (communicable disease) and STI (HIV, needle exchange and client follow-up). The STI program recently lost two staff positions (due to a medical leave and resignation), and as a result has determined a plan for coverage, in part, by drawing on staff in other programs. To maintain a consistent level of service delivery we intend to build staff capacity (through increased FTE) of PHNs who have expressed interest in working in the STI program.

Please let me know if you need any additional information. Thank you for your attention to this matter.