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DATE: January 31, 2016

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green
Director

RE: Business Analyst/Programmer Position #2992

County Ordinance 29, 52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are vacant longer than six months. I wish to request Personnel and Finance approval for filling of the Business Analyst/Programmer position #2992. The County Executive has already approved filling this position.

Note: .5 FTE of this position was created in May, 2014 pursuant to Resolution 275, 13-14. This .5 FTE position was never filled and needs P&F approval. In October, 2015 the Board authorized an increase of .5 FTE to make this position full-time pursuant to Res. 219, 15-16. With your approval, the hire of the 1.0 FTE will be able to proceed.

What is the nature of the work or what is the essential function of the position?

This position is located in the Department's IT Unit. It was created to support the new Comprehensive Community Services program that brings with it substantial provider network and client base and software development needs, especially as the program grows. There are not enough existing staff to meet this and other IT priorities. The position is fully funded by CC revenue.

How has this function been fulfilled during the vacancy?

The functions were added with the development and expansion of the CCS

program in the Department. Existing staff have been attempting to cover the additional duties, but this has diverted their attention from other critical IT needs of the Department and County.

What will the impact be on the department's function and mission if the position remains vacant?

The Department will be unable to comply with the data, billing, and payment requirements of the CCS program. As a result, the program will be in jeopardy. This will negatively impact services to hundreds, if not thousands, of mental health and substance abuse consumers and millions of dollars of revenue to support these services.