
AGENDA COVER MEMO

AGENDA DATE: July 28, 2004

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 2 POSITION TO PUBLIC HEALTH



I. MOTION

ORDER / In The Matter Of Adding a Temporary 0.5 FTE Public Health Office Assistant 2 Position.

II. ISSUE OR PROBLEM

Public Health requests a temporary Office Assistant 2 (OA2) position due to two of the five Public Health office assistants being out on leave this fall. Public Health would like to fill the temporary position as soon as possible in order to allow some training time before either office assistant leaves. It is seen that these shortages will create both a backlog of duties and a decrease in service efficiency for the department.

III. DISCUSSION

A. Background

The person in this temporary position would perform OA2 duties for the Communicable Disease, and Family Planning programs. Temporary OA2 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 program manager and in her absence would be supervised by either of the nursing supervisors in the Public Health Annex.

B. Analysis

Total funding for this position will come from both Communicable Disease, and Family Planning in the amount of \$14,681. Communicable Disease will

be providing funding in the amount of \$7,340 budgeted under Extra Help, while Family Planning have \$7,340 from a combination of various lapsing funds accrued from a vacant position.

C. Alternative / Options

1. To add a temporary 0.5 FTE OA2 position. This would allow Lane County Public Health to better meet the public health needs of our community by way 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 OA2 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 OA2 position will be added to Public Health effective July 28, 2004.

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

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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 will be taking planned leave in the fall; and

WHEREAS, Lane County Public Health would like to create a temporary Office Assistant 2 (OA2) position to assist with duties while staff are on planned leave; and

WHEREAS, the funds to create the position are from the funds assigned for Extra Help within the Communicable Disease program, and lapsing funds with the Family Planning program.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners create a temporary 0.5 FTE Public Health Office Assistant 2 position in the Department of Health & Human Services effective July 28, 2004.

DATED this _____ day of July 2004

Bobby Green, Sr., Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 7/19/04 Lane County
[Signature]
OFFICE OF LEGAL COUNSEL