



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Health Services Agency

Subject: Position Add/Delete for Senior Departmental Administrative Analyst, Alternately Staffed, for Environmental Health

Meeting Date: February 25, 2025

Formal Title: Approve addition of 1.0 full-time equivalent (FTE) Senior Departmental Administrative Analyst, alternately staffed, and deletion of 1.0 FTE Resource Planner IV to the Health Services Agency's budget for the Environmental Health Division, and take related actions

Recommended Actions

- 1) Approve addition of 1.0 full-time equivalent (FTE) Senior Departmental Administrative Analyst, alternately staffed, position and deletion of 1.0 full-time equivalent Resource Planner IV position in the Health Services Agency's budget for the Environmental Health Division; and
- 2) Direct the Health Services Agency to refer this position to the Personnel Department for classification, recruitment, and hiring.

Executive Summary

The Health Services Agency (HSA) Environmental Health Division (EHD) currently has a vacant 1.0 FTE Resource Planner IV (TM9004AA) assigned to the Hazardous Materials/Environmental Cleanup Program; however, there is a need for a 1.0 FTE Senior Departmental Administrative Analyst, alternately staffed (Sr. DAA), to provide a higher level of skill and expertise to support the management of complex programmatic, fiscal, and administrative tasks, and the division's ability to meet its goals, address emerging challenges, and uphold its commitment to public health and environmental stewardship.

Discussion

HSA EHD currently has a 1.0 FTE Resource Planner IV (TM9004AA) position assigned to the Hazardous Materials/Environmental Cleanup (HazMat/ECLUP) Program team. However, this position has remained vacant since July 2024, following the departure of its last incumbent, who was part of the Environmental Cleanup Program.

For Fiscal Year (FY) 2024-25, the HazMat and ECLUP programs were combined to address persistent funding challenges within the ECLUP program. Over several years, this program has struggled to cover associated expenses, making it increasingly difficult to sustain the Resource Planner position. Under current fiscal conditions, continuing to fill this role is no longer feasible. Should funding become available in the future, EHD may consider adding a full-time Resource Planner position to provide dedicated program support.

Considering these challenges, EHD is proposing to delete the vacant Resource Planner position and add 1.0 FTE Sr. DAA. The Sr. DAA position will provide a higher level of skill and expertise to address critical administrative and operational needs more effectively. It will enhance the EHD's capacity to manage complex programmatic, fiscal, and administrative tasks. Furthermore, it would ensure sufficient and effective support

for EHD's Executive/Management Team, helping them meet strategic objectives, address emerging challenges, and maintain the division's commitment to public health and environmental stewardship.

The Sr. DAA will also play a key role in the implementation of the new Environmental Health Data Management System, approved by the Board on October 29, 2024. Responsibilities will include overseeing system deployment, training personnel, managing data reporting and analysis, and acting as the system's primary expert. This will ensure operational efficiency and provide critical technical support and leadership.

This strategic decision to delete the Resource Planner position and add the Sr. DAA reflects a proactive approach to addressing fiscal constraints while optimizing resources. It strengthens administrative capacity, enhances efficiency, and supports the division's ability to meet its goals. This reallocation of resources demonstrates HSA EHD's commitment to transparency, fiscal responsibility, and operational excellence.

Financial Impact

The current 1.0 FTE Resource Planner IV is vacant and funded in HSA EHD's FY2024-25 Approved Budget, with an annual cost of \$203,078. The deletion of the fully benefited vacant 1.0 FTE Resource Planner IV and the addition of a Sr. DAA, with an annual cost of \$171,133, will result in an annual savings of approximately \$32,000. This position will continue to be funded through Environmental Health Permit Fees. No new County General Funds are needed nor requested.

Strategic Initiatives

Operational Plan - Operational Excellence

Submitted By:

Monica Morales

Recommended By:

Carlos J. Palacios, County Administrative Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.