



April 12, 2019

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION

FROM: MICHELE BLAKE, EXECUTIVE DIRECTOR

SUBJECT: REQUEST FOR APPROVAL TO HIRE HEALTH PROGRAM SPECIALIST

RECOMMENDATION: It is the recommendation of the Executive Director that the Commission grant authority to the Executive Director to work with Human Resources to recruit and hire 1.0FTE Health Program Specialist.

BACKGROUND: Executive Director would like to eliminate the two Extra Hire Part-Time Office Assistant II positions and replace the position as a Full-Time, benefited Health Program Specialist.

As the Commission has grown and strengthened, particularly the Bright Futures program into the implementation of the Help Me Grow model, staffing needs and requirements have transformed. The Executive Director would like an employee in this position that is highly-skilled with planning and coordinating early learning, child health and family strengthening efforts for the Commission, under general direction.

IMPACT ON COMMISSION RESOURCES:

The estimated annualized cost in year one for the Health Program Specialist 1.0 FTE is approximately:

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| Personnel Costs | \$1837-\$2507 x 1.0 FTE x 26 pay periods/year | \$54,911-60,258 |
| Fringe Benefits | At approximately 50-52% of Total Personnel Costs, Fringe Benefits includes the following: FICA 6.25%, Medicare 1.45%; health, dental, vision, and life | \$27,557.75 |

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| | insurance benefits 15%-30% total annual premium, PERS retirement 24.796% | |
| Total | | \$82,468.75-\$87,815.75 |

Current cost for two Extra Hire Part-Time Office Assistant II = \$34,844.00

Impact to the budget is **\$47,624.75-\$52,971.75**

POLICY ACTION REQUESTED: Approval of the Executive Director's recommendation.