

EHSD FREEZE EXEMPTION REQUEST LOG
NEW REQUESTS

A	B	C	D	E	F	G	H	I	J	K
Priority	Assist #	Position #	Classification	Bureau	Request Date	Budgeted? Y/N	Funding Available? Y/N	CFO Certify	Reason & Justification	Aprvd by CAO (Date)
1	56711	N/A	Registry Specialist IHSS PA (A-Temp)	AAS	9/21/2020	Y	Y	RM	This request is to backfill a permanent Public Authority vacant position on a temporary basis. A Bilingual(English/Spanish) Registry Specialist is needed in order to adequately provide Registry Services to IHSS consumer and providers whose language of communication is Spanish. These Registry Services include assisting with hiring, emergency backup Services, and providing lists of potential hires for consumers among other services. Registry Services for providers include recruiting providers for the Registry, orientation/training, referring providers to IHSS consumers, mediation/interventions, updating of provider availability.	9/22/2020
2	54383	4450	Clerk-Senior Level	Admin	9/21/2020	Y	Y	RM	<u>Deferred on 7/28/2020</u> - This position handles all forms used by EHSD and the duties are detailed and multiple. The position also fills in at the reception desk as needed. This is a vacant budgeted position. The bid process to fill this position was in flight on June 1 when the freeze was imposed. An internal selection had been made but the offer was not made prior to June 1. We are asking for a freeze exemption in order to effect the internal bid transfer to this critical position and the position vacated will be held on our Suspended file.	9/22/2020
3	56772	N/A	Administrative Assistant (A-Temp)	Admin	9/21/2020	Y	Y	RM	(Freeze exemption criteria #3) The position is operationally necessary to continue the mandated functions of the department) This position directly supports mandated functions performed by the EHSD IT unit. This position will ensure necessary support to our IT Help Desk. The help desk receives an average of 2200 calls per month. The IT Technicians addressing these calls support over 3000 PCs spread across 43 sites throughout the county. By providing a temporary clerical support the Techs will focus and maximize their efforts to address the technical issues instead of answering the help desk. Failure to provide the support of one Agency Temp Admin. Assistant will have a negative impact on the entire department by reducing resources available to resolve IT related issues in a timely manner.	9/22/2020
4	56868	10258	Secretary-Journey Level (A-Temp)	CFS	9/21/2020	Y	Y	RM	This request is to fill a position held by an employee out on an extended long term leave. This desk supports the Resource Supportive Services and the Permanency and Transition program divisions. This desk manages incoming and outgoing time sensitive mail including contract demands, ADM 335 requests for payments, caregiver home investigations, and community care licensing investigation report. This desk tracks contract demands for approximately 25 vendors, tracks quarterly and annual contract reports, track and compile statistical data, completes the state exit report, filing criminal exemptions for prospective caregiver homes, track notices of registered sex offenders residing in caregiver homes, maintains data files for criminal investigations, lawsuits, and correspondence with the state. This desks assists in scheduling and managing the calendars and appointments for two division managers and reschedules meetings based on priority. This desk also performs other clerical tasks as assigned.	9/22/2020
5	56870	11416	Secretary-Journey Level (A-Temp)	CFS	9/21/2020	Y	Y	RM	This request is to fill a position held by an employee out on an extended long term leave. This desk supports the East County Operations Division and Division Manager. The division is comprised of state mandated programs such as emergency response, family reunification, family maintenance (court and non court). This desk processes all ADM 335 requests for payments, compiles and documents monthly statistical compliance data, process mental health contract demands for payments, corresponds with community partners and maintains the meeting schedule for the community partnership meetings, ensures case reviews are completed timely for Dispo, Permanency Planning and Intensive Family Services programs, note taking in division wide meetings, manages the calendar and appointments for the Division managers and reschedules meetings based on priority. Maintains files for employee records, completes travel requests for staff who are traveling for compliance visits, manages and reconciles procurement purchases; ensures placement payment forms are completed and submitted timely for payment such as Difficulty of care payments and County Board and Care payments. Completes other clerical tasks as assigned.	9/22/2020
6	56851	12339	Comprehensive Svcs Asst Mgr-Proj (TU)	CSB	9/21/2020	Y	Y	RM	This position serves as an administrative central enrollment assistant manager and maintains families enrollment above 97% at all times and handles 276 family cases. These services are mandated by the Federal Head Start Program. Failure to adequately fill the duties of the CSAM may result in program deficiencies. The funding for the position is through federal and state grants received by CSB.	9/22/2020
7	56881	10506	Assistant Director-Project/ASA III (Trade)	CSB	9/21/2020	Y	Y	RM	This position is now proposed to oversee all comprehensive services managers and is a critical management position to ensure that the mandated content areas of nutrition, health, mental health, disabilities, and parent, family and community partnerships are functioning at full capacity. This position reports directly to the Division Manager overseeing the Community Action program, child care and community partners and comprehensive service. The position ensures compliance with HSPPS 1302.20, which mandates provision of a full range of services under comprehensive services program structure. This position leads the bureau's systematic approach to ensuring staff acquire knowledge and skills to provide high quality comprehensive services within the scope of job responsibilities (HSPPS 1302.92).	9/22/2020
8	56822	15896	Clerk-Experienced Level	WFS	9/21/2020	Y	Y	RM	CRITICAL/URGENT - This position is currently funded and has the responsibility of providing support in Reception, as well as the clerical pool, for the Intake Units in Hercules and the clerical pool for the bureau. This staff member is critical to accepting telephonic applications from the public. In preparing to reopen the lobby, this employee is critical in staffing the reception, the lobby and the front door to provide customer service. This clerk is responsible for completing application registration, case assignment, case transfers, appointment scheduling and monitoring, and also provides back-up for the mail room, supply room, RBR Video proctor, and the Greeter. Due to COVID-19, once the lobby reopens, this position is critical to meet the anticipate increase in applications for assistance with food and medical benefits and to serve customers who come to the building for assistance. Without this position there could be a negative impact on both the operation of the building and clerical operations which can lead to federal and state program application timeline non-compliance. Please approve.	9/22/2020
9	56849	1163	Accountant III	CSB	9/21/2020	Y	Y	RM	Deferred on 6/16/2020 - The Accountant III position is a crucial position in the Bureau's Fiscal Unit. This position is responsible for handling complex accounting responsibilities. Failure to fill the position may negatively impact the work of the entire unit.	9/22/2020
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This page, plus all others signed by me, are freeze exemption memos.
Deis Bgl
 9-22-2020