

Keri Hinton

From: Silas Halloran-Steiner
Sent: Friday, December 04, 2015 12:21 PM
To: Mary Starrett; Laura Tschabold
Cc: Keri Hinton; Craig Hinrichs; Caren Anderson; Margaret Jarmer
Subject: Board Consideration: HHS Position Management Changes

Hi Mary and Laura,

I would like to request the Board's consideration to change the HHS Position Management Authority by deleting a Senior Management Analyst position (range 23) and a Data Analyst (range 17) position, and adding two Management Analyst (range 20) positions. This will be budget neutral since the Senior Management Analyst position is a range 23 and going down to range 20 and the Data Analyst position is a range 17 going up to range 20.

The job duties and responsibilities being assigned to Business Services staff have evolved with the addition of Yamhill Community Care Organization (Yamhill CCO) administration tasks, added complexity of the Electronic Medical Record system, and the increase in number and complexity of contracts. We currently have a Data Analyst handling all HHS contracts; this includes assisting in preparing, processing, and tracking. I would like to move these tasks and add a higher degree of monitoring for compliance to a Management Analyst position. We also currently have a Senior Management Analyst responsible for setting up new reports and processes related to our primary risk contract with Yamhill CCO. Because these have been implemented, the tasks needed now more appropriately fall within the job description of a Management Analyst.

Please let me know if you have questions.

Keri, please put this on the Agenda for next week's Board session. Suggested language:

"Consideration of mid-year position management changes for Health and Human Services: delete 1.0 FTE Senior Management Analyst and 1.0 FTE Data Analyst; add 2.0 FTE Management Analyst."

Thanks,

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Our Mission: To promote the public's physical, emotional and social well-being through services, prevention, education, and partnerships.

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