

Agency / Department	Total Count	MGR	Non-Mgr	FY 2009-10 Mid-Year Vacant Position Reductions With Impact to Program Performance
Healthy Community				
Health System	24	0	24	<p><u>Public Health Nurse – Aging and Adult Services</u> The Linkages program caseload has been cut by 50% this Fiscal Year and the program will be eliminated as of June 30, 2010. This impacts approximately 40 clients. The staff has been moved to another vacant position.</p> <p><u>Social Worker III - Aging and Adult Services</u> The Linkages program caseload has been cut by 50% this Fiscal Year and the program will be eliminated as of June 30, 2010. This impacts approximately 40 clients. The staff has been moved to another vacant position.</p> <p><u>Social Worker III - Aging and Adult Services</u> This position in Intake has been vacant for over one year due State funding cuts.</p> <p><u>Deputy Public Guardian Con III - Aging and Adult Services</u> The position has been vacant for over a year and workload has been reassigned.</p> <p><u>Patient Services Assistant II – Behavioral Health and Recovery Services</u> Reduced administrative support and phone coverage.</p> <p><u>Two (2) Psych Social Workers - Behavioral Health and Recovery Services</u> Reduced services to Spanish-speaking and African American families in South County and reduced supervision and increased risk of incidence at Canyon Oaks.</p> <p><u>Fiscal Office Asssistant - Behavioral Health and Recovery Services</u> Timely administration of fiscal functions may be compromised.</p> <p><u>Marriage Family Therapist II- Behavioral Health and Recovery Services</u> Reduced level of services on the Functional Family Therapy Team to prevent recidivism and out-of-home placement</p> <p><u>Residential Counselor I- Behavioral Health and Recovery Services</u> Reduced supervision and increased risk of incidence at Canyon Oaks.</p> <p><u>Marriage Family Therapist I- Behavioral Health and Recovery Services</u> Mental Health Services out of Youth Services Center (YSC) for children and youth in juvenile justice system will be reduced.</p> <p><u>Nurse Practitioner – Correctional Health</u> This reduction will put an increased burden on remaining staff and may affect the division's ability to meet accreditation and meet Title XV requirements.</p> <p><u>Staff Nurse - Correctional Health</u> This reduction will put an increased burden on remaining staff and may affect the division's ability to meet accreditation and meet Title XV requirements.</p> <p><u>Psychologist II- Correctional Health</u> This reduction will put an increased burden on remaining staff and may affect the division's ability to meet accreditation and meet Title XV requirements.</p> <p><u>Program Counselor II – Correctional Health</u> This reduction will put an increased burden on remaining staff and may affect the division's ability to meet accreditation and meet Title XV requirements.</p>

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				<p><u>Environmental Health Specialist III – Community Health Program</u> Position has remained vacant due to the 5% vacancy requirement.</p> <p><u>Two (2) Health Benefits Analyst II – Health Policy and Planning</u> Position has remained vacant due to the 5% vacancy requirement and in anticipation of budget reductions.</p> <p><u>Fiscal Office Assistant – Community Health Program</u> The position's duties in Animal Licensing have been reassigned to other positions.</p> <p><u>Licensed Vocational Nurse – Medical Center</u> This position had remained vacant under the 5% vacancy requirement and anticipated budget reductions. Workload has been reassigned.</p> <p><u>Two (2) Medical Services Assistants – Medical Center</u> These positions have remained vacant under the 5% vacancy requirement and anticipated budget reductions. Workload has been reassigned.</p> <p><u>Creative Arts Therapist – Medical Center</u> This position had remained vacant under the 5% vacancy requirement and anticipated budget reductions. Workload has been reassigned.</p> <p><u>Nurse Practitioner-U – Medical Center</u> This position had remained vacant under the 5% vacancy requirement and anticipated budget reductions. Workload has been reassigned.</p>
Public Safety Communications	3	0	3	<p>Public Safety Communications (PSC) will be eliminating 3 vacant communication dispatcher positions to meet the budget reductions target for FY 2010-11. PSC had 7 vacant communication dispatcher positions that have been held frozen over the last year. The impact of reducing the positions has a high demand on existing dispatch staff but no services will be reduced. It has been a priority to keep the Communications Center staffed at an adequate level in order to provide the best possible service delivery. PSC staff has been covering the workload for vacant shifts in order to maintain service and is planning on filling the other 4 vacant positions next fiscal year.</p> <p>Overtime costs that are currently being used to cover the vacancies will be decreased once PSC is fully staffed and new hires are trained.</p>
Probation	1	0	1	<p>The Probation Department will eliminate a .50 FTE Deputy Probation Officer position. There is no impact to the department since the position is to correct an oversight in position control management over-fill issue and due to a change in job share assignments.</p>

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Sheriff's Office	4	0	4	<p><u>Criminalist</u> Criminalists in the laboratory perform a variety of forensic work in the laboratory, and in the field. We elected to maintain the vacancy within the laboratory in anticipation of a budget reduction in the Sheriff's Office. The loss of the position has resulted in increased turn around time in the processing of evidence, and the loss of revenue generated by the position.</p> <p><u>Office Assistant</u> The Corrections Division is eliminating one Office Assistant position, #03960 from 31021. The impact on the organization will be additional workload spread between sworn and non sworn positions. Currently our other LOSs and the newly created compliance officer are doing the work the Office Assistant did in the past.</p> <p><u>Administrative Assistant</u> The Fiscal Division is eliminating one Administrative Assistant. This position was responsible for grant application and management. Holding this position vacant has resulted in the reallocation of responsibilities. We have held this position vacant in anticipation of budget reductions. The responsibilities are now shared between various divisions &amp; positions with a majority of the responsibilities/workload being assigned to the department's Contracts Manager. This new assignment requires that the Contracts Manager receive additional training in order to assume the full duties of the position. With the assistance of the Deputy Director, and other employees assigned to Fiscal functions, it is hoped that grant reporting deadlines will continue to be met. The department will continue to apply for funding opportunities, but the workload will be spread amongst those divisions that are interested in applying for the grants.</p> <p><u>Legal Office Specialist</u> The handling of Auto Desk letters, Tow Rotations and contact with the tow yards will now have to be handled by the detective who is already assigned to juvenile cases, auto cases and missing person cases. Transcripts required for criminal cases that were being done by two LOS' will now be done by one. There was more than enough of this type of work for two LOS'. Two days of the week (T-TH) are dedicated to sex offender registration and paid for through the Adam Walsh Grant. The loss of the LOS position means the remaining LOS will not have more than 2-3 hours a week to dedicate to this work. The Victim Letters that were done by two LOS' will now be done by one LOS. Basic background investigations for school districts, adult schools and youth athletic leagues will now be handled by one LOS. The work load amounts to approximately 500 backgrounds a year and the bureau was having a difficult time processing these in a timely manner with both LOS' working on them. The two LOS positions backfill the Office Assistant (OA) position when the OA is on break or out on sick leave or vacation leave. With only one LOS there will be no LOS work completed during these time frames. Clerical functions such as preparing cases for forwarding to the DA's Office have been done by a LOS. This includes coping reports, running suspect rap sheets and attaching complaint instruction forms for processing by the court officer. This clerical function has recently been done by detectives due to our vacant LOS position. Detectives are increasingly spending time duplicating their own CD's, tapes and other discovery items for the DA's Office as our one and only LOS has been tasked with other responsibilities. Due to the shortage of our LOS, other clerical functions that have had to be accomplished by detectives themselves include (partial list only): delivery of materials to the DA's Office, pick-up of jail phone call CD's, forwarding of reports to other law enforcement and allied agencies, maintaining DVFCU restraining order case files, TRAK flyer dissemination, and major case binder organization.</p>

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<b>Prosperous Community</b>				
Human Resources	3	1	2	<p><u>Management Analyst and Human Resources Technician</u>  Given the reduction in recruitment activity, resulting from the County's hiring freeze and the introduction of the Generalist Model, the department will reduce one vacant Management Analyst and one vacant Human Resources Technician position in the Personnel Services Division. If recruitment activity increases, the impact to services will result in departments experiencing delays in filling positions and a decrease in service levels, primarily relating to specialized services i.e., recruitment, class/comp studies and training.</p> <p><u>Information Technology Analyst</u>  The reduction of one vacant Information Technology Analyst assigned to Training and Development Division to assist with Learning Management System activities will result in delayed response times and the necessity for departmental LMS Coordinators to assume additional responsibilities.</p>
Human Services Agency	15	2	13	<p><u>Elimination of one Human Services Manager II</u></p> <p><u>Elimination of one Management Analyst II</u></p> <p><u>Elimination of one Senior Shelter Care Counselor – E</u></p> <p><u>Elimination of one Shelter Care Counselor</u></p> <p><u>Elimination of 10 Social Worker III positions</u></p> <p><u>Elimination of one Accountant II</u></p> <p>The reduction of HSA's personnel by 15 vacant positions, many of which have been held vacant since the implementation of the hiring freeze, is expected to have minimal impact to client services. Many of the positions are administrative in nature and workloads have already been redirected to other staff in preparation for this action.</p>
<b>Livable Community</b>				

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Planning	3	1	2	<p>The position of <u>C/CAG and Special Projects Manager</u> that was responsible for transportation and special projects work for C/CAG has been vacant since December 2007 and its elimination will have no fiscal or workload impact.</p> <p>The vacant <u>Building Inspector III</u> position to be eliminated has been vacant since FY 2007, and its elimination will impact the Section's performance by increasing the wait time for requested inspections, providing fewer inspections as a result of fewer inspectors in a geographic County area, reducing public assistance to answer questions regarding their permits or interpretation of the building codes, increasing review times for simple plan checking services that inspectors provide, and increasing inspection assistance by management.</p> <p>The deletion of the vacant <u>Planning Technician</u> position in the Current Planning Section, assigned primarily to provide phone and counter service to the public, has remained vacant since the promotion of its former incumbent to Planner I in January 2009. Since then, the Current Planning staff has covered that function as part of their regular public counter rotation duties, which has resulted in less time available to be spent on processing permit applications and working on projects, thus lengthening turnaround times to complete required work.</p>
<b>Environmentally Conscious Community</b>				
Parks Department	2	0	2	<p>Elimination of an <u>Administrative Secretary III</u> will reduce LAFCO's ability to respond in a timely manner to the public, other agencies and the LAFCO Commission, and possibly delay some projects. It will also increase LAFCO Director's workload and shift it towards clerical work (answering phone, copying, typing, filing, mailing, etc.), Commission support/staffing, and basic level research. For Parks, it will reduce clerical support for parks managers 25% or shift that work to existing staff. Some parks projects such as GovDelivery and LMS enhancements will be delayed. To mitigate some of these impacts, some of the LAFCO Commission duties will be shifted to the Parks Executive Secretary.</p> <p>Deletion of the <u>Lead Gardener</u> position will result see reduced Vegetation Management capabilities. Herbicide application will need to be shifted to another certified staff member or contracted out at additional expense. Routine tasks such as landscape maintenance and mowing will need to be shifted to park staff resulting in a modest but probably noticeable reduction in customer service and facility maintenance in the north county parks. Some landscape maintenance such as sprinkler repair and planting will need to be deferred resulting in loss of some lawn and landscaped areas.</p>
<b>Collaborative Community</b>				
County Management	4	2	2	<p><u>Assistant County Manager-Unclassified, Executive Secretary</u> The Assistant County Manager and Executive Secretary positions have been held vacant since 2008; workloads have been redistributed to the County Manager and Deputy County Managers and support staff.</p> <p><u>Copy Center Operator</u> The number of copies requested by departments from the Copy Center has declined by 18% since 2007 and is expected to continue declining due to increased use of e-mail and electronic document management system.</p> <p><u>CJIS Project Director</u> The CJIS Program Director position is no longer needed for reasons to include the completion of the County mainframe elimination project as well as a decrease in IT projects in criminal justice. Coordination for the few criminal justice IT projects will be provided by ISD.</p>

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Information Services	2	0	2	<p><b><u>Accountant II</u></b> The number of IT projects is expected to decrease due to budget restraints. While the Accountant II position dedicated to project accounting has been vacant since August of 2009, the work has been done by contractual and other staff. This service will be phased out, workload will be redistributed to other administrative and project staff.</p> <p><b><u>Office Specialist</u></b> The consolidation of Core IT services into a single division, Support Services, allows for the consolidation of admin functions as well. Where we have office support for core IT in San Mateo and Redwood City, we can now support with a single position in our Redwood City offices. One vacant position that has been filled contractually will be eliminated, the workload will be distributed to administrative staff.</p>
Treasurer Tax Collector	3	0	3	<p><b><u>Office Assistant II</u></b> The Office Assistant II position has been held vacant since 2008. Part of the workload associated with this position was eliminated through technology and part was reassigned to an Office Specialist. Services have not been negatively impacted.</p> <p><b><u>Fiscal Office Assistant II (FOA II)</u></b> Two FOA II positions have remained vacant since 2009; workloads have been redistributed to an Office Specialist (OS) and an FOA II. These two positions have also absorbed some responsibilities associated with a vacant Fiscal Office Specialist (FOS) position. Reclassification of the OS and FOA II to FOS is in progress. Filling the vacant FOS position may be required within the next year or two to allow better distribution of fiscal duties, improve processing time and guard against deterioration of accuracy within the unit. Services have not been negatively impacted.</p>
<b>Total County</b>	<b>64</b>	<b>6</b>	<b>58</b>	