

TEHAMA COUNTY HEALTH SERVICES AGENCY



Interoffice Memo

Date: 12/12/2024

To: Coral Ferrin
Personnel Director

From: Jayme Bottke
Executive Director

A handwritten signature in blue ink, appearing to read "Jayme Bottke", is written over the printed name and title of the sender.

RE: Proposed New Health Services Agency Program Manager

The Tehama County Health Services Agency (TCHSA) is requesting approval for a new Health Services Agency Program Manager classification specification. The creation of this new class specification is predicated on the necessity of having a program manager position within the agency. The current management structure in the Health Services Agency includes top and mid-level management and then goes directly to supervisor level. There is no program level management in place, and this ends up creating some undue burdens at both the Director and Supervisor level. This also can create some quality control challenges when it comes to program management overall. As an agency all of our centers have experienced an increase in either state or federal funded and unfunded mandates. These increases require additional duties including but not limited to production of new reports, implementing program changes based on the data and oversight of those duties.

Over recent years, the agency has experienced challenges recruiting and retaining staff, including supervisory and mid-level managers. While there are many contributing factors to that, one of them is the increased burden that is felt by not being able to distribute responsibility and workload based on today's changing needs. Appropriate distribution and shared responsibilities, keeps employee morale up and minimizes the risk of people working out of class.

- The Health Services Agency Program Manager will be responsible for planning, supervising, evaluating and monitoring health agency programs and administrative functions. Examples of duties would include:
 - 1) Manage the daily work activities of a program or multiple programs, directly or through subordinate supervisors, by establishing performance levels, communicating goals and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness;

- 2) Assist in development of program budgets by reviewing cost estimates and projections and ensuring ongoing monitoring of expenditures to ensure compliance with budget provisions;
- 3) Oversee and identify program funding sources and prepares grant applications and proposals to secure funding; monitors grant funding to ensure compliance with funding agency requirements;
- 4) Supervise, advise, consults and evaluates the work of supervisory and administrative support staff in order to ensure effective center operations and quality client services and care.

I would recommend the new Health Services Agency Program Manager position level of pay be set at the rate of the CAA Program Manager that already exists in the county structure (TCMEA Range 51). This is competitive with both Shasta and Butte County rates for Program Manager.

Tehama County Health Services Agency Public Health Program Manager Financial Implications						
	Bargaining Unit	Proposed Range	FTE Budget Unit # 40121	Total Annual Salary & Benefits @ Step A	Total Annual Salary & Benefits @ Step E	Total Annual Maximum Increased Cost
Public Health Program Manager	TCMEA	51	1.00	\$147,696	\$174,310	\$174,310
Total Additional Cost / Year				\$147,696	\$174,310	\$174,310
Funding Source Future of Public Health Funding						
This position will be paid for with the Future of Public Health funding. There are no County General Fund dollars included in these costs.						

Thank you for your consideration of this proposal.