

**Priority:** Accountability  
**Program Offer Type:** New Program  
**Related Programs:** 71009, 71013A  
**Frameworks:**

**Lead Agency:** County Business  
**Program Contact:** Dave Boyer

### **Executive Summary**

Adds a half-time position to provide record keeping maintenance and integrity; ensure accurate and timely filing of paperwork; provide other office support functions, including data collection, analysis, reporting, scheduling. Position will be shared with Safety and Health program, making a full-time position.

### **Program Description**

This adds a .5 Office Assistant Senior to support ongoing management and administration of claims, appeals and hearings through: scheduling; assisting the public, employees and other staff in interpreting and applying policies, procedures, laws, and ordinances; contact with the public and outside agencies to acquire and provide information and make referrals; research, compile, analyze, and summarize data for special projects and comprehensive reports. The position will also initiate and maintain a variety of files and records; maintain manuals and update resource materials; order and maintain office supplies; process and maintain personnel, payroll, accounting and purchasing information; prepare and revise various operating procedures, rules and regulations upon request; develop and revise office forms and report formats, as well as report preparation procedures.

### **Program Justification**

Up until FY05, the Workers' Comp and Health and Safety programs shared such a position. The position was cut for FY05. This has resulted in an inefficient use of professional staff for these duties. Temporary employees have been used to catch up on filing and report needs, with mixed success. By adding this position, the County will make better use of professional staff resources for case management and ensuring employees return to work as soon as possible.

### **Performance Measures**

- 1) Reports will be completed accurately and on time 99% of the time
- 2) Required filings will be completed accurately and on time 99% of the time.
- 3) Requests for inspections, evaluations, assessments and consultations will be scheduled within 7 days of request 90% of the time.

### **Summary of last year's program results and this year's expected results**

**Program Mandate: 4 Program and Funding Level Choice**

New position

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2005	2005	2006	2006
<b>Program Expenses</b>				
Personnel	\$0	\$0	\$0	\$28,177
Subtotal: Direct Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,177</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,177</b>
Program Total:	<b>\$0</b>		<b>\$28,177</b>	
Program FTE	0.00	0.00	0.00	0.50
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

The position will be funded from within the Workers' Comp portion of the 60140 rates.

**Significant Program Changes**