

Program #40003 - Health Department Leadership Team Support

4/15/2016

Department: Health Department **Program Contact:** Joanne Fuller

Program Offer Type: Support Program Offer Stage: As Proposed

Related Programs: 40000

Program Characteristics:

Executive Summary

This program pools administrative support for the Department's senior leadership team under one supervisor so that staff and resources can be efficiently shared.

Program Summary

The Department Leadership Team (DLT) support team reduces duplication of effort, and increases effectiveness of administrative support to leaders and program staff by coordinating workloads and cross-training. A single point of supervision and leadership provides consistent performance expectations and evaluations. Team members provide staffing, scheduling, meeting/event preparation, technical support, special projects, and communication support for the Department Director, Deputy Director of Public Health, Director of Nursing Practice, Tri-County Health Officer and their direct reports. Director Office reception team members provide general office services, such as copying, travel and training, time and attendance records (TARS) entry, supply ordering, mailings, mail distribution, telephone, computer programs, minutes, surveys, operation of the Department's main telephone lines and front office reception on the Director's floor.

This program offer supports the Health Department Leadership Team's ability to achieve accountability, to manage resources and service delivery costs effectively, to equitably evaluate and streamline delivery of services and County operations, to provide reliable information for decision-making, which improves and reporting results.

Performa	Performance Measures								
Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer				
Output	% of projects completed on time with an error rate not to exceed 3%.	92%	92%	92%	92%				
Outcome	Annual satisfaction rating by Department Leadership Team on scale of 1 to 10.	9	9	9	9				

Performance Measures Descriptions

Survey of Department Leadership members conducted at end of fiscal year will meet or exceed 8 (on a scale of 1-10).

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds	
Program Expenses	2016	2016	2017	2017	
Personnel	\$889,337	\$0	\$836,525	\$0	
Materials & Supplies	\$23,746	\$0	\$17,649	\$0	
Internal Services	\$92,039	\$0	\$147,716	\$0	
Total GF/non-GF	\$1,005,122	\$0	\$1,001,890	\$0	
Program Total:	\$1,00	\$1,005,122		\$1,001,890	
Program FTE	10.80	0.00	10.00	0.00	

Program Revenues					
Total Revenue	\$0	\$0	\$0	\$0	

Explanation of Revenues

Significant Program Changes

Last Year this program was: FY 2016: 40003-16 Health Department Leadership Team Support