



# LASSEN COUNTY

## Health and Social Services Department

H5

- ☒ **HSS Administration**  
1345 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8128
- ☐ **Public Guardian/Administrator**  
1345 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8337
- ☐ **Housing & Grants**  
1445 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8309
- ☐ **Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251 - 8108
- ☐ **Public Health**  
1445 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8183
- ☐ **Community Social Services**  
1400 Chestnut Street, Ste A  
Susanville, CA 96130  
  
**LassenWORKS**  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251 - 8152  
  
**Child & Family Services**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251 - 8277  
  
**Adult Services**  
1400 Chestnut Street, Ste B  
Susanville, CA 96130  
(530) 251 - 8158  
  
**Family Solutions/Wraparound**  
1400 Chestnut Street, Ste C  
Susanville, California 96130  
(530) 251 - 8340

**Date:** May 13, 2025

**To:** Tom Neely, Chairman  
Lassen County Board of Supervisors

**From:** Danielle Sanchez, Personnel Coordinator  
Lassen County Health and Social Services

Jayson Vial, Director  
Lassen County Community Social Services

**Subject:** Request to Un-Fund 1 FTE Fiscal Officer position and  
Fund 1 FTE Housing and Grants Specialist position within  
Grants and Loans Fund/Budget 110/0941

### Background:

While in the process of evaluating the current staffing needs within our Grants and Loans Division, we have concluded that we could benefit our clients more with an additional Housing and Grants Specialist to provide initial and ongoing case management services to our Homeless and At-Risk of Homeless population.

In order to accomplish this within our current budget, we are asking to Un-Fund our Vacant Fiscal Officer position which is budgeted at a Management Professionals Association Range 22, in order to Fund an additional Housing Grants Specialist position which is budgeted at a UPEC Range 18 which would result in an overall salary and benefits savings to the budget.

We have also evaluated our on-going and future budget and have concluded that we can continue to support this position moving forward.

### Fiscal Impact:

No impact to the County General Fund. This change will result in Salary and Benefits savings within the Grants and Loans Fund/Budget 110/0941.

### Action Requested:

1) Un-Fund 1 FTA Fiscal Officer; and 2) Fund 1 FTE Housing Grants Specialist

**Mailing Address:**  
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Susanville, California 96130