



LASSEN COUNTY

Health and Social Services Department

- ☒ **HSS Administration**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8128
- ☐ **Grant and Loans Division**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-2683
- ☐ **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108/8112
- Chestnut Annex**
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- ☐ **Patients' Rights Advocate**
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8322
- ☐ **Public Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ **Environmental Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ **Community Social Services**
336 Alexander Avenue
Susanville, CA 96130
- LassenWORKS
Business & Career Network**
PO Box 1359
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8152
- Child & Family Services**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8277
- Adult Services
& Public Guardian**
PO Box 429
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8158
- ☐ **HSS Fiscal**
PO Box 1180
Susanville, CA 96130
(530) 251-2614

Date: February 13, 2018

To: Chris Gallagher, Chairman
Lassen County Board of Supervisors

From: Barbara Longo, Director
Health & Social Services

Subject: Request for Approval to Offer Employee Step E

Background:

In January, the Health and Social Services (HSS) Department recruited for and interviewed candidates for the HSS Administrative Assistant position. The interview panel was unanimous in its selection of Danielle Sanchez. Ms. Sanchez currently serves a Lassen County employee in HSS and has extensive experience conducting administrative assistant duties. In fact, prior to her promotion into her current position as Administrative Assistant Compliance Officer, she served as the HSS Administrative Assistant. As an Administrative Assistant, Ms. Sanchez made several improvements including, but not limited to improved workflow systems, document tracking spreadsheet development, and improved communication among the various departments and external partners. Ms. Sanchez now has an interest in returning to the position to continue to make much needed improvements, particularly in the contract management aspect of this position.

Ms. Sanchez has accepted the offer of employment as HSS Administrative Assistant contingent upon a pay range that is equal to her existing pay range. To secure Ms. Sanchez's commitment for the HSS Administration Assistant, the department proposes to offer to start her at Mid-Management Range 20/Step E; This is the same salary as her current Range 22/Step C. Ms. Sanchez acknowledges and accepts that she will be at the maximum step for the Administration Assistant position.

The department is very fortunate to be able to employ someone of Ms. Sanchez's turnkey skills and abilities and proposes to pay her at the E step commensurate with her qualifications and experience.

Fiscal Impact:

There is no impact to County General Fund. The position was budgeted for in the FY 17/18.

Action Requested:

Authorize Health and Social Services to start HSS Administrative Assistant Danielle Sanchez at Mid-Management Range 20/Step E.