

ORDINANCE NO. 15471

FILE OF CITY COUNCIL

BILL NO. 46 - 2018

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INTRODUCED BY

AUGUST 1, 2018

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AN ORDINANCE

Amending the 2018 General Fund budget by deleting a Clerk III position (8M) in the Bureau of Health and creating a Community Health Specialist (bilingual Spanish required) position (12M) to better serve the citizens of Allentown and transfer funds within the Bureau to the appropriate Program.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That pages 259, 263 and 291 of the General Fund budget be amended by deleting one (1) Clerk III (8M) position budgeted at an annual salary of Forty-Eight Thousand One Hundred Seventy-Five (\$48,175) Dollars and creating One (1) Community Health Specialist (bilingual Spanish required) (12M) at an annual salary of Forty-Eight Thousand One Hundred Seventy-Five (\$48,175) Dollars

SECTION TWO: That City Council authorizes the transfer of funds needed for the remainder of 2018 into the appropriate Program within the Bureau of Health as follows:

**FROM**

**Department of Community and  
Economic Development  
Bureau of Health  
Aids Prevention**

**000-09-0908-0011-02**

**Permanent Wages**

**\$ 8,338**

TO

**000-09-0908-0002-02**

**Permanent Wages**

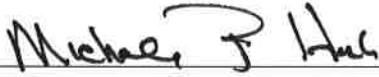
**\$ 8,338**

SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Candida Affa, VP	X	
Julio A. Guridy	X	
Daryl Hendricks	X	
Cynthia Y. Mota	X	
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	7	0

I hereby certify that the foregoing Ordinance was passed by City Council on August 15, 2018 and signed by the Mayor on August 22, 2018.

  
 CITY CLERK

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

The Bill is originating from Health

- **Summary and Facts of the Bill**

Several recent vacancies and grants resulted in an analysis of the current work and the staffing needs. New technology has resulted in less of a need for clerical support but more of a need for fieldwork and service delivery, especially services provided in Spanish.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

The Bill eliminates a vacant Clerk III (8M) position (232-035) and creates a Community Health Specialist (bilingual Spanish required) position (12M). The Community Health Specialist (bilingual Spanish required) will perform home visits, injury prevention services, public health emergency preparedness and clinical services. The benefits of this change is an increase in services for citizens. The Clerical position is currently budgeted at the top step (H). Grant funding will cover a portion (possibly all) of this position in future years but for the remainder of this year the salary is 100% covered due to the vacancy of the Clerk III position. The number of persons speaking Spanish in Allentown continues to grow and health information is best delivered in a culturally competent manner.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

There is no impact on the Permanent Wage account in the General Fund. The Clerk III (8M) Step H position being deleted is budgeted at the same annual salary as the newly created Community Health Specialist (12M) Step D.

Based upon an outside hire, this position could be funded at 50% by the Safe & Healthy Homes (SHHP) grant. This percentage changes if the position is filled by an internal candidate with a higher salary step. Additional grant funds will be explored.

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

No funds would need to be transferred except to place them in the correct Program within the Health Bureau. Grant funds will cover a portion of the salary.

- **Priority status/Deadlines, if any**

Work demands indicate that the sooner this change would be implemented, the sooner we could meet grant deliverables.

- **Why should Council unanimously support this bill?**

Council should support this Bill for many reasons. It would deliver more services directly to citizens. Citizens who currently wait for services would have that wait time shortened. Additional staff who can visit homes and conduct education and outreach can be shared with other Health programs to cover staff vacations and sick leave. Increased technology allows us to work smarter and allocate staff to optimize service delivery.