

# REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: ES Specialist-MA Enhanced position

Department: Economic Support- DHHS

Reason for Vacancy: Opportunity at school district

Date of Vacancy: 8/25/2025

Supervisor: Heather Anders

Current/Last Incumbent: Alex Albrecht-Livingston

Status:  Full-Time  Part-Time  Casual/LTE

Average Hours per Week: 38.75

## VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Funding Source</b>	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
<b>Statutory Requirement</b>	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
<b>Efficiency</b>	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

<b>Overall Departmental Resources</b>	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
<b>Safety</b>	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
<b>Cost Shifting</b>	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
<b>Delay of Hiring</b>	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 24

What are the consequences or impacts of not filling this position?

*Our contract with the Northern Inland Consortium requires four staff from our county and the supervisors.*

### ESTIMATED ANNUAL FISCAL IMPACT

<u>\$ 24.04</u>	X	<u>2022.75</u>	=	<u>\$ 48626.91</u>
Starting Hourly Rate		Estimated Annual Hours		Estimated Total Wages Impact
<u>\$ 48626.91</u>	+	<u>8315.20</u>	+	<u>23246.41</u>
Total Wages Impact		Fringe Benefits* (See below)		Health Insurance** (See below)
			=	<u>\$ 80188.52</u>
				Estimated Annual Fiscal Impact

\* Fringe % to Use Based on Hours:

>1200 general EE: 17.1%

>1200 & protected EE: 25.1%

<1200: 10.2%

\*\* Health Insurance Annual Premium:

>1560 hours: \$23,246.41

>1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

## FUNDING SOURCES

- Federal/State (specify) \_\_\_\_\_ % \$ \_\_\_\_\_
- County Tax Levy \_\_\_\_\_ % \$ \_\_\_\_\_
- County Other (specify) \_\_\_\_\_ % \$ \_\_\_\_\_
- Grant (specify) \_\_\_\_\_ % \$ \_\_\_\_\_
- Grant (specify) \_\_\_\_\_ % \$ \_\_\_\_\_
- Other (specify) **100% Medicaid funded** 100 % \$ **80188.52**

**TOTAL**

**100%**

**\$ 80188.52**

\*

\*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position?  Yes  No

If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

## RECOMMENDATIONS / APPROVALS

Department Head:	<u><i>Ashley Wilson</i></u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u><i>Ashley Studia</i></u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u><i>Ashley Heath</i></u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	_____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<small>Chair Signature</small>			

Comments: