



**Date:** June 24, 2020  
**To:** Civil Service Commission  
**From:** Christina Pizarro Winting, Executive Director  
**Subject:** COVID-19 RELATED: UPDATE ON HEALTH DEPARTMENT APPOINTMENTS

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At the March 13, 2020 Civil Service Commission meeting, the Commission approved a request from the Department of Health and Human Services to utilize three classified titles in the unclassified service for the following positions: Public Health Nurse III, Registered Nurse II and Microbiologist II. This request was due to the need to immediately increase staffing levels to meet the needs created by the COVID-19 pandemic. This report will serve as the update the Commission requested regarding the use of these classifications.

Civil Service staff recently met with staff from the Department of Health and Human Services to discuss staffing levels as they continue to have heavy workloads in a variety of areas addressing the public health needs during the pandemic. The following is an update of hiring that has taken place in each classification requested.

- HE20-081: Public Health Nurse III
  - 2 Positions needed and filled, one each on 3/20/20 and 3/24/20
- HE20-082: Registered Nurse II
  - 6 Positions needed, with two being filled, one each on 3/30/20 and 4/16/20
  - There continue to be 4 vacant positions as previously identified candidates who are retirees were unable to come on board due to the health risk factors identified by the Centers for Disease Control.
- HE20-083: Microbiologist II
  - 1 Position needed, however an employee was transferred from another department to assist in the lab filling this vacancy quickly with an internal employee.
- HE20-095: Microbiologist II
  - 2 Positions needed, with the department getting ready to recruit for these positions
  - Initially the Health Department did not fill all Microbiologist positions requested due to limited equipment. Acquisition of additional Federal funding plays a key role in the department initiating a recruitment for these positions.

Kelly Collopy, Director of the Department of Health and Human Services expressed her gratitude for the action the Commission took which allowed her department to quickly hire the Public Health Nurses and Registered Nurses who have been instrumental in addressing the public health issues. The department will be doing more hiring as the pandemic continues. Commission approved six-month appointments, so Civil Service staff will continue to monitor all hires in these three classifications. Currently the above-mentioned employees are at the two and three month increments of their six-month appointment. Health Department staff is aware that they must return to the Commission to request an extension if it is necessary for any appointment to go beyond six months.