

Staffing Recommendations* for the Vaccination Unit in the COVID-19 Section

Period of January 1, 2022, to June 30, 2022

*These recommendations are subject to change based on need assessment of ongoing response to pandemic; all classifications and/or titles hereby listed are preliminary and will require analysis of job duties and the emergency response to pandemic evolving conditions.

Department of Health Services Vaccination Coordination Staff	Responsibility
1.0 Vaccine Clinical Coordinator	Leads the Vaccine Unit and delivers timely execution of program deliverables; provides routine reporting and communication of the program. Identifies and resolves issues across teams to realize execution's timeliness and certainty; this is a DHS contract position.
1.0 Vaccine Mission Manager (Contracted Labor)	Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Manages program resources. Identifies and manages program risks. This is a DHS contract position.
1.0 Program Manager (Operations) Vaccine (Contracted Labor)	Conducts outreach to critical infrastructure and private sector parties and identifies resource needs for Points of Dispensing. Responsible for the overall management of the Operations team. This is a DHS contract position.
2.0 Department Analysts (Operations) Direct Vaccine Coordination and Laboratory	Works with CDPH to ensure there is adequate vaccine in the County. Works with other counties to shift vaccine supplies to meet demand. Manages the allocation of vaccines for the County's vaccine providers. The Laboratory analyst provides tracking and reporting of vaccine storage and distribution.
1.0 Storekeeper (Operations) Laboratory	Provides coordination between the County, vaccine providers, and vendor teams at fixed and pop-up vaccine clinics; participates in the ordering, receiving, storing, issuing, delivering, and accounting for vaccines.
1.0 Administrative Aide (Operations) Volunteer & State Staffing Support	Provides oversight, training and support to all vaccine volunteers. Serves as point of contact for new volunteers and manages system(s) for keeping up with all paperwork pertaining to volunteer activities. Matches volunteers with specific training and skills with appropriate

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	work assignments. Works with vaccine providers to schedule State staffing.
1.0 Program Manager (Planning) Vaccine (Contracted Labor)	Responsible for overall management and supervision of planning and forecasting staff. Delegates assignments and ensures follow-up on tasks. Aligns vaccine providers and CBOs with event requests. Works with the Outreach and Equity Teams to meet the needs of marginalized communities. Works with the Operations Program Manager to ensure plans are executed. This is a DHS contract position.
5.5 Community Health Workers (Planning) Outreach Team	Coordinates the preparation of COVID-19 prevention kits. Works with CBOs, the Planning Team, and local residents to help drive attendance to vaccine clinics. Provides social resources to patients and offers patient navigation at vaccine clinics.
5.0 Department Analysts (Planning)	Performs and manages complex professional planning projects, research, and analysis to plan for future operational periods. Develops documents for Board of Supervisors; and for maintaining funding requirements. Advises on methods to mobilize hard to reach populations in vaccination clinics. Plans vaccine events for SNFs, RCFEs, schools, homebound, homeless, incarcerated, and prioritized communities of color.
1.0 Administrative Aide (Planning)	Provides administrative support to the Planning team. Helps with scheduling and reports. Provides onboarding and demobilizations of staff. Manages and updates list of SNFs/RCFEs.
1.0 Program Manager (Field Operations) (Contracted Labor)	Works directly with Planning to operationalize plans. Sets up and works with fixed POD to run day-to-day operations. Ensures pop-ups and other events have the correct supplies to maintain day-to-day operations. Manages the Field Operation team.
3.0 Department Analysts (Field Operations)	Under direction of the Field Ops Program Manager, provides support of the vaccine operations mission; coordinates operations between County, providers and vendor;

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	develops, improves, and/or implements new or existing processes, systems, procedures, and/or administrative services; provides professional level support at the various vaccine sites.
2.0 Storekeepers (Operations Field Operations)	Provides vaccine mission support and delivery service of equipment and supplies; acts as primary driver and supervisor of the vaccine mission van(s); provides coordination between County, vaccine provider and vendor teams at fixed and pop-up vaccine activities; participates in the ordering, receiving, storing, issuing, delivering, and accounting of supplies, materials, and equipment.
1.0 Administrative Aide (Field Operations)	Provides administrative support to the Field Operations Team. Helps with scheduling and reports. Provides procurement, logistics and contract support. Also provides Vaccine Mission support for development, processing, and maintenance of contracts. Responsible for the 213s for the Vaccine Mission.
1.0 Department Analysts	Performs professional and technical statistical analyses and research. Provides information technology support to optimize operational efficiency, including resolving technical issues, on the 7-8% Partially Vaccinated Data.
1.0 ISD Support Specialists	Provide information technology support to optimize operational efficiency including resolving technical issues, maintaining hardware and software installations, and troubleshooting any IT issues.
1.0 Biostatistician (Epi Team)	Performs professional and technical statistical analyses and research.
2.0 PPEA (EPI Support)	Support onboarding and training with reporting and tracking systems. Respond to data requests from internal and external stakeholders. Work w/Epi Team to develop and track indicators to ensure the equitable distribution of COVID-19 vaccines.
1.0 SOA (Epi Team)	Provides support to Epi staff working with the Vaccine Unit.

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1.0 Accountant	Performs the accounting work for the COVID-19 vaccine coordination program. Provides support to Epi staff working with the Vaccine Unit.
2.0 Senior Account Clerks	Performs procurement function for medical supplies and bookkeeping work involved in keeping and reviewing financial and/or statistical records for the COVID-19 response. Performs fiscal work for the COVID-19 vaccine coordination program.
Total: 35.5	

*1.0 Deputy Health Officer originally included in the Vaccine Mission proposal on the February 2, 2021 board agenda is supporting the COVID-19 case management and contact tracing function of the COVID-19 Emergency Response. This is DHS contract position.