

**Preliminary Recommendation for Staffing the Vaccination Unit in Temporary COVID-19
Section***

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

Department of Health Services Vaccination Coordination Staff	Responsibility
7.0 Community Health Worker I/II's <ul style="list-style-type: none"> • 2 Coordinators • 5 Hotline Operators 	Handles hotline and email inquiries. Provides support to centralized Public Information Office and communication to providers, partners, target populations, and general public regarding early, targeted vaccine efforts as well as widespread availability. Provides customer service and answers inquiries from providers and public.
1.0 Department Analyst (Planning)	Performs and manages complex professional planning projects, research and analysis to plan for future operational periods. Develops documents for BOS and to meet funding requirements. Advises on methods to mobilize hard to reach populations in vaccination clinics.
2.0 Department Analyst (Volunteer Support)	Assures that all vaccine volunteers are briefed, tracked, and maintained throughout their work period. 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 work assignments.
2.0 Department Analysts (Direct Vaccine Coordination)	Efficiently organize and manage all operations at the dispensing site for the distribution of COVID-19 vaccine. Coordinate with partners to organize PODs at sites and mobilize resources needed in collaboration with logistics team.
4.0 Storekeepers	Receipt and inspection of vaccine allocation for redistribution and delivering ultra-sensitive products countywide within short delivery windows. Ensure federally provided associated ancillary kits are delivered with vaccine to the identified vaccine provider
Total: 16	

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Department of Health Services Vaccination Coordination Staff	Responsibility
1.0 Vaccine Clinical Coordinator (Contract, Dr. Urmila Shende)	Lead vaccine unit and drive speedy execution while routinely reporting and communicating project status. Identify and resolve issues across teams to realize executions timeliness and certainty. This is a DHS contract position.
2.0 Deputy Health Officers	Serve as a subject matter expert, working with staff across the department and with external community organizations, health care providers, local government agencies, and the public to provide information and guidance on the COVID-19 vaccine program. These are DHS contract positions.
1.0 Vaccine Mission Manager	Effectively manages resources. Identifies and manages project risks. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control.
1.0 SOA	Provides support to the Vaccine Mission Manager and work of the unit.
1.0 Director of Stakeholder & Community Engagement (Contract, Judy Coffey)	Promote collaboration between diverse stakeholders and community members relevant to, invested in, and accountable for, improved public health and implementation of COVID-19 vaccine distribution. Conduct community-engaged projects; leads education efforts with a particular focus on underserved and health disparity populations. This is a DHS contract position.
1.0 Department Analyst (Stakeholder & Community Engagement)	Support stakeholder and community engagement efforts being implemented by Leap Solutions. This is two .5 FTEs under a contract position
3.0 Communication Specialists	Create, organize, and disseminate COVID-19 vaccine information to the public and partners. Reports to the County Communications Team.

Department of Health Services Vaccination Coordination Staff	Responsibility
	Positions report to the public information team (PIO) in the county administrator office.
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.
1.0 Program Manager (3 rd Party Point of Distribution)	Conducts outreach to critical infrastructure and private sector and identifies resource needs for PODs.
6.0 Department Analysts	Support to 3 rd Party Point of Distribution team. Liaises with hospitals, FQHCs, pharmacies, retail/private sector to support them with POD operations. Provide stakeholders with technical assistance and consultation on storage and administration of COVID-19 vaccines.
3.0 Admin Aides (Vendor Liaisons)	Coordinate with vendors to organize, schedule, and facilitate PODs.
1.0 Department Analyst Optumserve	The manager assigned to the OptumServe acts as the liaison between OptumServe clinical staff/corporate management, Site Support Supervisors, and the County's 3 rd Party Vax Administration Manager to coordinate all support functions consistent with the constellation of vaccination centers. Works with OptumServe to expand service to the County.
6.0 SOAs (Vendor Liaisons)	Provide support to Admin. Aides to organize, schedule, and facilitate PODs in collaboration with vendors.
5.0 Admin. Aide Vaccine Coordination	Coordinate vaccine kit preparation and vaccine transport and provide vendor training.
6.0 CHW I (Intake Coordinators)	Review screening form and answer questions the client may have about the form or the

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	vaccine they may receive. Disseminate vaccine card.
1.0 CHW I/II (Data Collection)	Tracks vaccine dosages provided and enters data into relevant databases (CalVax, CAIR2).
10.0 SOAs (Data Collection)	Assists with data collection and data entry activities.
1.0 Program Manager (Planning)	Provides overall management and supervision of planning and forecasting staff. Delegates assignments and ensures follow-up on tasks. Existing permanent allocation.
3.0 Department Analysts (Planning)	Performs and manages complex professional planning projects, research and analysis to plan for future operational periods. Develops documents for BOS and to meet funding requirements. Advises on methods to mobilize hard to reach populations in vaccination clinics.
1.0 CHW II (Planning)	Provides education, training to providers on enrollment requirements to become vaccinators.
1.0 Department Analyst (Procurement/Contracts)	Procurement/Logistics/Contract support. Additional Vaccine Mission support for development, processing and maintenance of contracts. Reports to the DHS CBID unit.
1.0 Department Analyst (Logistics)	Plans, organizes and performs professional and journey level staff work in supporting Logistics operations
2.0 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.
2.0 ISD Staff "Classification to be determined based on needs"	Interpret business processes then research and implement technical solutions. Develop documentation for use and training on the technical solutions.
2.0 SOA (Logistics)	Documents vaccine inventory information and organizes vaccines within storage units.
1.0 Accountant	Performs the accounting work for the COVID-19 vaccine coordination program.

Department of Health Services Vaccination Coordination Staff	Responsibility
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
Total: 69	

Grand Total for Vaccination Unit: 85, which includes an 1.0 existing allocation