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September 11, 2013

TO: Each Supervisor 

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE MASTER AGREEMENT WORK ORDER NUMBER PH-001416-W11 WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. FOR TEMPORARY PERSONNEL SERVICES

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010 to execute Master Agreement Work Orders (MAWO) for the provision of temporary personnel services in amounts not to exceed \$399,999 annually, subject to review and approval by County Counsel, and notification to your Board.

Under this authority, I will execute MAWO Number PH-001416-W11 with Public Health Foundation Enterprises, Inc. (PHFE) in the amount of \$283,782 for a term effective upon execution through September 30, 2015, funded by the Robert Wood Johnson Foundation, Pew Charitable Trusts, and Los Angeles County Children and Families First – Proposition 10 (First 5 LA) to support the Building Capacity for Better Decision Making project. This project will build departmental capacity to use economic evaluation and quantitative analysis methods to support DPH’s policy recommendations.

This MAWO will provide an Economist/Quantitative Policy Analyst who will support the Department of Public Health’s Office of Health Assessment and Epidemiology in implementing the Building Capacity for Better Decision Making project by performing economic analyses and health impact assessments (HIAs). An Economist/Quantitative Policy Analyst is needed to perform quantitative analyses and HIAs of policy initiatives. The required services are time-limited and must be completed by September 30, 2015. Based upon our findings, an Economist/Quantitative Policy Analyst has the specialized skills required to meet the service needs of this project. We have conducted a review of currently filled items and determined that existing staff cannot absorb this additional workload and do not have the specialized skills required. In addition, an Economist/Quantitative Policy Analyst is a hard-to-recruit position and currently the County does not have an existing classification for an Economist/Quantitative Policy Analyst. This temporary staff will provide recommendations to senior management, lead efforts in coordinating and overseeing the provision of department-wide technical and consultative services to programs and senior staff to support policy decision-making, train management and professional staff on economic analyses and decision modeling, and collaborate with external community, governmental, and non-governmental partners.

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County Counsel has reviewed and approved the MAWO as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

JEF:ev
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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors