

AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only  
( X ) Action

FROM (DEPT/ DIVISION): UCo Health

SUBJECT: Office Assistant Position for SBHC

<p>Background:</p> <p>UCo Health current sponsors and staffs the Pendleton SBHC's. The staff consists of a Nurse Practitioner, two Counselors through CCS, Office Assistant and Medical Assistant. The current NP and team have a primary need for additional office assistant support rather than MA specific support. Also the MA position has been vacant for over a year with limited interest in the position. We are seeking the adjustment of the Medical Assistant position to an Office Assistant II position at 0.8 FTE with a school year type schedule.</p>	<p>Requested Action:</p> <p>Approve reclassification of 0.8 FTE SBHC position from a Medical Assistant to an Office Assistant II.</p>
---	---

ATTACHMENTS:

Date: ( 8/15/2022 ) Submitted By: Alisha Lundgren

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Heard (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

\*\*\*\*\*

Scheduled for meeting on: August 17, 2022

Action taken:

\*\*\*\*\*

Follow-up: