



Agenda Date: 10/11/2005
Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Acting Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Departmental Allocation List - HHSA

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency (HHSA) and its divisions as follows, effective October 8, 2005:

1. Delete two (2) Office Assistant II and add two (2) Senior Office Assistant to the Substance Abuse Services Division; and
2. Delete one (1) Secretary and add one (1) Administrative Assistant - HHSA to the Administration Division.

EXECUTIVE SUMMARY

Human Resources is recommending the reclassification of two Office Assistants in the Substance Abuse Services division of the Health and Human Services Agency (HHSA) to Senior Office Assistants to more accurately reflect those duties and responsibilities currently being performed by the two incumbents. In keeping with the Agency's current initiative to strengthen its administrative infrastructure, Human Resources is also recommending amending the Departmental Allocation List for the Administration division of HHSA to delete a vacant Secretary and add an Administrative Assistant - H & HS position, effective October 8, 2005.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Substance Abuse Services Health & Human Services
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Office Assistant II/Senior Office Assistant (two positions): These billing office staff in the Substance Abuse Services Division are an integral component of the division's efforts to maintain very low Drug Medi-Cal billing error rates. If the reclassifications are not approved, the duties of the two staff would have to be restricted to the Office Assistant II level, which will affect the level of work and impact the billing accuracy achieved in this unit. Incremental costs due to the reclassifications will be absorbed within the department's authorized budget.
	Secretary/Administrative Assistant: The Secretary position (which is currently vacant) was budgeted as a Secretary at Step 5 but, if the reclassification is approved, will be hired as an Administrative Assistant at Step 1 (six months) and Step 2 (six months). The position will consequently cost \$595 less than budgeted in Fiscal Year 2005-2006.
Is the general fund affected?	Yes
Future fiscal impact:	Funding for these changes in the positions' classification will be included in future year budget requests.
Consequences if not approved:	The duties would have to be altered to remain within the existing classifications at the current salary levels. Work output will not be at the levels they could be.
Additional Information:	The additional costs of the reclassifications in the Substance Abuse Services Division will be funded by \$3,286 in budgeted County General Funds.
	The Administrative Assistant position is funded by \$17,830.40 County General Funds and \$44,209.97 reimbursed from Social Services allocations.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Human Resources received a reclassification request regarding two Office Assistant II positions in the Substance Abuse Services division of the Health and Human Services Agency (HHSA). An evaluation was conducted of both positions and the work being performed by the incumbents. Over the past four years and as a direct result of the Agency's compliance initiative, the outpatient alcohol and drug treatment programs developed and implemented a specialized service documentation and billing system to ensure that all billings comply with applicable regulatory requirements. A key aspect of this system is the role of these two Office Assistant II positions. Both positions are required to conduct concurrent reviews on active client files to determine billing status. They also review all progress notes to confirm technical compliance to billing standards, monitor client files for payor sources and notify the Fiscal Officer of the funding source for each client and service. The roles of these two positions gradually evolved over time to one which now requires the employees to exercise detailed subject matter knowledge of the Substance Abuse Program area and its very specialized record keeping system. These duties are more consistent with the advanced journey level of the Office Assistant series. Human Resources is therefore

recommending that both OA II positions be reclassified to Senior Office Assistants effective October 8, 2005, to more accurately reflect the complexity of the tasks being performed and the specialized program/system knowledge required.

The HHS Human Resources Unit currently consists of an Administrative Assistant - H&HS, a Secretary (vacant), and an Office Assistant II. Human Resources recently met with the Operations Manager and the Director of HHS to review the duties and work distribution of these three positions which currently support the payroll, recruitment, credentialing and other basic and technical human resources activities performed by the HHS Admin division staff.

Historically, the Secretary position performed the recruitment coordination and the induction of new employees. The processing of payroll, new hires, transfers, promotions, performance evaluations, step increases and terminations were the sole responsibility of the H&HS Administrative Assistant. The time, specialized training, and resources required to process the Agency's 370+ timesheets alone makes this a workload challenge for just one individual. The Secretary position has become increasingly more involved in assisting in the performance of most of these duties in order for processing deadlines to be met. Close review suggests that the Agency would be better served if these duties were divided up amongst between the two individuals to ensure that these critical functions do not come to a halt in the absence of the sole H&HS Administrative Assistant. The statement of job duties for the H&HS Administrative Assistant more appropriately describes the knowledge and skills needed on a regular basis by the current Secretary to perform the day-to-day duties of the position. Human Resources is recommending that the Administration division delete the vacant Secretary position and add an additional Administrative Assistant - H&HS position, effective October 8, 2005.

The three proposed amendments to the Departmental Allocation List are in line with HHS's current initiative to strengthen its administrative infrastructure. Any additional costs brought about by these changes in classification shall be absorbed within the Department's authorized Fiscal Year 2005-2006 budget.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey