



Agenda Date: 11/1/2005
Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for 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 Public Health Division of the Health and Human Services Agency with regards to deleting one (1) Office Assistant II and adding one (1) Office Assistant - Stenographer, effective November 5, 2005.

EXECUTIVE SUMMARY

Acting Human Resources Director recommends the reclassification of an Office Assistant II position in the Public Health division of the Health and Human Services Agency (HHSA) to an Office Assistant - Stenographer, effective November 5, 2005. The division has been unsuccessful in finding a replacement contractor to provide vital transcription services for the Medical Therapy Unit so it has become necessary to reassign these duties to the only clerical employee in the unit possessing the required medical terminology knowledge and transcription skills.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The extra cost of the reclassified position is \$1,700. However, reclassification of this position eliminates the need to have a contracted stenographer, resulting in a savings of \$3,000 compared to budget. In addition, this position can be claimed to the State California Children's Services program, which a contracted position could not; this will produce

an additional \$850 in revenue. The net result of the reclassification is a savings of \$2,150.

Is the general fund affected?	No
Future fiscal impact:	Funding for the change in the position's classification will be included in future year budget requests.
Consequences if not approved:	If this position is not approved, Public Health will need to contract with a stenographer at an additional cost or do without transcription services. The Office Assistant's duties will have to remain within the existing classification at the current salary level.
Additional Information:	None

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 an Office Assistant II position in the Public Health division of the Health and Human Services Agency (HHS). The request to study this position was initiated by the division head after it became necessary to assign transcription duties to a bilingual Office Assistant II to avoid untimely documentation of care provided to children cared for by the Medical Therapy Unit (MTU) clinic physicians. Up until June 30, 2005, the transcription of clinic tapes recorded by the MTU physicians had been performed by a contractor. For several months the unit searched unsuccessfully for a replacement contractor. When tapes began to backlog, the division head was forced to assign these duties to the only clerical staff in the unit with the transcription and medical terminology skills to perform these time sensitive duties.

Timely and accurate transcription of these tapes is an ongoing compliance, continuity and quality of care concern vital to the therapeutic team. The Acting Human Resources Director is therefore recommending that the Office Assistant II currently performing these duties be appropriately classified as an Office Assistant - Stenographer, effective November 5, 2005.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey