



Agenda Date: 11/15/2005
Agenda Placement: 6CC

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 Social Services Division of the Health and Human Services Agency (HHSA) with regards to adding one (1) Senior Account Clerk position and deleting the resulting Account Clerk II vacancy, effective November 19, 2005.

EXECUTIVE SUMMARY

Acting Human Resources Director and Merit System Services recommend the reclassification of an Account Clerk II position in the Social Services Division of the Health and Human Services Agency to a Senior Account Clerk to more accurately reflect the level of complexity of duties and the strong analytical skills required of the fiscal staff assigned to the social services budget unit. Human Resources is requesting that the above action be effective November 19, 2005.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The extra cost resulting from the reclassification of an Account Clerk II to Senior Account Clerk is \$4,202 in Fiscal Year 2005-2006, which is funded by approximately 85 percent social services allocations and 15 percent County dollar. This action is one component of a partial restructuring of HHSA's fiscal unit, which has already resulted in the

deletion of one Account Clerk position. The overall fiscal unit restructuring will result in savings of \$46,526 in Fiscal Year 2005-2006.

Is the general fund affected? Yes

Future fiscal impact: Funding for the change in the classification will be included in future year budget requests. The extra cost resulting from the reclassification of an Account Clerk II to Senior Account Clerk for Fiscal Year 2006-2007 is \$4,328, which is funded by approximately 85 percent social services allocations and 15 percent County dollar. Overall, the fiscal unit restructuring will result in savings of \$31,039 in Fiscal Year 2006-2007.

Consequences if not approved: The duties would have to be altered to remain within the existing classification at the current salary level. Work output will not be at the level it could be, and the capacity to back up all critical fiscal functions will be limited.

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

Fiscal functions at HHSA have increased in complexity in recent years. Repetitive data entry work has been replaced with a need for developing sound fiscal processes. Senior Account Clerks work closely with fiscal unit budget analysts, Auditor's office staff and outside auditors.

The social services section of HHSA's fiscal unit has only one Account Clerk II; the remaining account clerk positions are Senior Account Clerks. Over time, the duties of the Account Clerk II have become more complex. In addition, the Fiscal Division has reassigned account clerk workloads in order to handle a larger volume of fiscal work, to enable all account clerks to back each other up, and to provide redundancy in these specialized functions when staff are sick or on vacation. The result of these two developments is that the duties of the remaining Account Clerk II now include a large percentage of work that is properly classified as Senior Account Clerk work. These higher level Senior Account Clerk duties are:

- | balancing, reviewing and processing claims for submission to the State;
- | maintaining Representative Payee client accounts; and
- | preparing and tracking demand letters for General Assistance client repayments.

This reclassification will provide greater consistency in the fiscal unit's services and ensure coverage of all functions at all times - key goals in providing excellent customer service.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey