



Agenda Date: 11/22/2005
Agenda Placement: 6Q

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 Senior Office Assistant, effective December 3, 2005.

EXECUTIVE SUMMARY

Amends the Departmental Allocation List for the Public Health division of the Health and Human Services Agency with regards to deleting an Office Assistant II and adding a Senior Office Assistant, effective December 3, 2005.

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:	If this reclassification is not approved, the employee's duties will have to be changed to ensure that they remain at the Office Assistant II level.
Is the general fund affected?	No
Future fiscal impact:	The additional salary will be budgeted in subsequent fiscal years.
Consequences if not approved:	See above.
Additional Information:	The increase in salary and benefits is approximately \$3,600.

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). An evaluation was conducted and the findings closely resemble those of two recently approved reclasses in the Agency's Substance Abuse Services division. Similar to the Office Assistant II's working with the Drug MediCal program that were reclassified to Senior Office Assistants, the duties of this particular position also require extensive technical knowledge regarding the management of Targeted Case Management programs. As Targeted Case Management for Public Health nursing became a greater revenue source and the billing system became increasingly complex, the knowledge and expertise required to successfully perform the duties of the position have gradually expanded. The incumbent currently monitors client files for compliance to billing standards and screens the individual units of service before they are submitted for state/federal claiming. These duties require specialized program/system knowledge and are more consistent with the higher level duties assigned to the Senior Office Assistant classification.

The Agency's request to reclassify this position to a Senior Office Assistant is reflective of the stronger administrative infrastructure that the Agency is building to ensure that it meets the stringent requirements of regulatory compliance. Human Resources concurs with this request and is recommending that the Office Assistant II position be reclassified to a Senior Office Assistant, effective December 3, 2005, to accurately reflect the complexity of the tasks being performed and the specialized program/system knowledge required.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey