



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/5/2017

Agenda Placement: 6W

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Health and Human Services Agency

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services Agency request adoption of a resolution amending the Departmental Allocation List as follows, effective December 5, 2017, with a net decrease of one full-time equivalent:

1. Amend the Departmental Allocation List for the Fiscal Division of the Health and Human Services Agency by:
  - a. Deleting two 1.0 FTE Accounting Assistant; and
  - b. Adding one 1.0 FTE Supervising Staff Services Analyst.

### **EXECUTIVE SUMMARY**

Following the award of a \$11.25M Whole Person Care (WPC) grant to the Health and Human Services Agency (HHS), Human Resources studied a proposed new position within the Fiscal Division. The proposed position would be responsible for analyzing the WPC Pilot Program fiscal reporting to ensure grant compliance, while supervising a team of Staff Services Analysts. The study determined that a Supervising Staff Services Analyst would be able to meet the required daily supervisory needs and provide a high level of analytical support to the WPC Pilot Program.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	No
What is the revenue source?	Partially by Whole Person Care Grant funding, and Social Services Allocation funds.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Deleting two vacant Accounting Assistants and adding a Supervising Staff Services Analyst will enable the Fiscal Division at the Health and Human Services Agency (HHSA) to meet new supervisory and analytical needs at a savings to the County.
Is the general fund affected?	No
Future fiscal impact:	If approved, the decreased cost of salary and benefits for the remainder of Fiscal Year 2017-2018 is estimated at \$5,136. The annualized savings in future fiscal years is estimated at \$41,090.
	Salary and benefits costs will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If this request is not approved, many of the analytical duties and day to day supervisory needs within the Fiscal Division of HHSA will remain with the Deputy Chief Fiscal Officer, impacting long range policy and planning efforts, staff development, and succession planning.

Additional Information:

### **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**

In 2016, the Health and Human Services Agency (HHSA) was awarded \$11.25M in grant funding for a Whole Person Care (WPC) Pilot Program. Subsequently, the Fiscal Division at HHSA submitted a New Position Request to Human Resources to study a proposed position to meet the new WPC Pilot Program fiscal workload. The WPC Pilot Program impacts the Social Services Unit within the Fiscal Division by tasking a team of three Staff Services Analysts with critical grant contract monitoring and oversight responsibilities. Under the current structure, the Deputy Chief Fiscal Officer is taking time away from policy and planning efforts, staff development, and succession planning to provide high level analytical support and supervision related to the WPC Pilot Program. However, as the analytical fiscal oversight workload requirements continue to grow, this structure is not sustainable.

The Fiscal Division of HHSA needs a classification that can supervise Social Services Unit staff, work with Project Managers and contractors, and develop state and federally compliant reporting and tracking procedures. Following an assessment of the high level analytical and supervisory needs of the Fiscal Division, Human Resources recommended the appropriate classification for this workload is a Supervising Staff Services Analyst. Given this, Health and Human Services reviewed their current positions and structure and determined that two vacant Accounting Assistant allocations were no longer needed.

Therefore, the Director of Human Resources and the Director of the Health and Human Services Agency recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective December 5, 2017, with a net decrease of one full-time equivalent.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan