



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/26/2019

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nikki Salas - Director
Human Resources

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

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes and the Departmental Allocation List for the Self-Sufficiency Services Division of the Health and Human Services Agency

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services request adoption of a resolution, as follows, effective February 23, 2019, with no net increase to full-time equivalents, and no increase to the County General Fund:

1. Amend the Table and Index of Classes by:
 - a. Deleting Eligibility Worker I;
 - b. Deleting Eligibility Worker II;
 - c. Deleting Eligibility Worker III;
 - d. Deleting Eligibility Supervisor;
 - e. Adding Eligibility Specialist I*;
 - f. Adding Eligibility Specialist II*;
 - g. Adding Eligibility Specialist III; and
 - h. Adding Eligibility Supervisor.
2. Amend the Departmental Allocation List for the Self-Sufficiency Services Division of the health and Human Services Agency by:
 - a. Deleting Forty-Two 1.0 FTE Eligibility Worker II;
 - b. Deleting Nine 1.0 FTE Eligibility Worker III;
 - c. Adding Forty-Two 1.0 Eligibility Specialist II*; and
 - d. Adding Nine 1.0 FTE Eligibility Specialist III.

*Eligibility Specialist I/II is flexibly staffed.

EXECUTIVE SUMMARY

Human Resources received a request from the Napa Association of Public Employees (NAPE) to conduct a reclassification study of the Eligibility Worker Classification series in the Self-Sufficiency Services Division (SSSD) of the Health and Human Services Agency (HHSA) to determine if the incumbents were appropriately classified. Human Resources conducted an extensive reclassification study and recommends that a new Eligibility Program Specialist classification series should be created. It is further recommended that the incumbents be reclassified and realigned within the proposed Eligibility Program Specialist classification series.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The revenue sources for the proposed action include the Health & Human Services Agency (HHSA) General Fund, Medi-Cal, CalWORKs, and Cal Fresh funding.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassifications acknowledge that incumbents within the Self-Sufficiency Services Division (SSD) at HHSA have been performing a broader range of duties following the implementation of the Affordable Care Act (ACA). If approved, this action will also more closely align SSSD classifications and compensation with Napa County's five (5) comparable agencies.
Is the general fund affected?	No
Future fiscal impact:	The total cost increase for Fiscal Year 2018-2019 is estimated at \$82,000. The increased cost for Fiscal Year 2019-2020 is estimated at \$267,000 and will be budgeted accordingly.
Consequences if not approved:	If the requested changes are not approved, the SSSD of HHSA will have approximately 55 incumbents working under outdated classification specifications at a level of compensation that is not competitive with Napa County's five (5) comparable agencies.
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

Human Resources received a request from the Napa Association of Public Employees (NAPE) to conduct a reclassification study of the Eligibility Worker classification series in the Self Sufficiency Services Division (SSSD) of the Health and Human Services Agency (HHSA) to determine if the incumbents were appropriately

classified. A review of the completed Reclassification Request, desk audits with several incumbents, in-depth research of similar classifications in comparable agencies, and an analysis of a recent Merit Systems reclassification study were completed. The study indicated that the incumbents are performing duties that are outside the scope of their current classifications.

In 2010, the Affordable Care Act (ACA) expanded subsidized healthcare coverage for people at lower income levels and required most people obtain qualifying healthcare coverage. The passing of the ACA and the subsequent creation of Covered California changed the nature of job tasks for Eligibility Workers. Under ACA, Eligibility Workers were now tasked with enrolling individuals for health care coverage and caseloads increased exponentially. Every member in the Eligibility Worker classification series of SSSD is trained and skilled in providing the full range of eligibility program services to the public, however, Eligibility Workers took on additional duties of determining household composition based on tax filing status, enrolling clients in insurance programs, and other ACA related tasks.

In July 2016, Merit Systems Services (MSS) completed a classification study of their Eligibility Worker classification series. The classification study found that the passage of the ACA substantially changed the nature of the Eligibility Worker classification series specifications. The MSS study advised member counties to restructure and rename the Eligibility Worker classifications to Eligibility Specialists, and to reassess and increase their compensation levels based upon the increased in knowledge, skills, and abilities needed to complete job tasks. While Napa County is not a MSS member, many of Napa County's comparable counties have recently reclassified and increased compensation levels for their Eligibility Workers in a manner consistent with the MSS recommendation.

In order for Napa County to continue to recruit and retain the highest quality of Eligibility Workers, we must remain competitive with our comparable agencies. In addition, classification specifications and titles must accurately portray the true nature of work of the Eligibility classifications to provide the best quality public program services assistance to the residents of Napa County. It is recommended that the incumbents' positions be reclassified to a newly created Eligibility Program Specialist classification series, and compensation increased to the median salary of Napa County's comparable agencies.

Therefore, the Director of Human Resources and the Director of Health and Human Services recommend the adoption of a Resolution to amend the Table and Index of Classes and Departmental Allocation list for the SSSD of HHSA, as shown on Exhibit "A," effective February 23, 2019, with no net increase in full-time equivalents, and no increase to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi