



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

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

**REPORT BY:** Vincent James, Human Resources Analyst II - 707-253-4305

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Comprehensive Services For Older Adults Division of the Health and Human Services Agency by Deleting an Eligibility Supervisor and Adding a Staff Services Analyst I

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation List for the Comprehensive Services for Older Adults Division of the Health and Human Services Agency, as follows, effective March 25, 2017:

1. Delete one 1.0 FTE Eligibility Supervisor; and
2. Add one 1.0 FTE Staff Services Analyst I.

### **EXECUTIVE SUMMARY**

The Director of Health and Human Services requested that Human Resources conduct a reclassification study of an Eligibility Supervisor position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications revealed that the incumbent is performing duties that are outside the scope of the Eligibility Supervisor classification and are more reflective of the duties found in the Staff Services Analyst I classification specification.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            No

What is the revenue source?	Health and Human Services Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification will allow management to continue to assign complex programmatic analysis to the incumbent, to ensure the Comprehensive Services for Older Adults (CSOA) Division continues to be in compliance with providing CalFresh, Medi-Cal, and Cash Assistant Program for Immigrants (CAPI) to the Aged, Blind and Disabled (ABD) populations.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for Fiscal Year 2016-2017 is approximately \$1,750 of which 100% is funded by the Health and Human Services Fund. The ongoing annual increase in the cost of salaries and benefits is \$6,640, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended reclassification is not approved, the Comprehensive Services for Older Adults (CSOA) Division will not have the resource to perform complex programmatic analysis to ensure compliance with providing CalFresh, Medi-Cal, and Cash Assistant Program for Immigrants (CAPI) to the Aged, Blind and Disabled (ABD) populations.

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**

The Director of Health and Human Services requested that Human Resources conduct a reclassification study of an Eligibility Supervisor position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications were conducted.

After careful review, Human Resources has determined that a majority of the incumbent's duties are outside of the scope of the current classification of Eligibility Supervisor and are more reflective of the duties in the Staff Services Analyst I classification specification. The study revealed that the majority of the incumbent's job consists of analyzing federal and state regulations to ensure the Comprehensive Services for Older Adults (CSOA) Division is in compliance with these regulations in providing services for the Aged, Blind and Disabled (ABD) populations. As a result of the findings of this reclassification study, it is recommended that the incumbent in the Eligibility Supervisor position be reclassified as a Staff Services Analyst I.

Therefore, the Director of Human Resources and the Director of Health and Human Services recommend the

adoption of a resolution to amend the Departmental Allocation List as shown on Exhibit "A", effective March 25, 2017.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan