



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/7/2017

Agenda Placement: 6L

## 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 Table and Index, and the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency Adding a Health and Human Services Technician Classification

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services request adoption of a resolution for the Public Health Division of the Health and Human Services Agency, as follows, effective March 11, 2017:

1. Amend the Table and Index of Classes by adding Health and Human Services Technician I/II\*.
2. Amend the Departmental Allocation List for the Public Health Division of Health and Human Services Agency by:
  - a. Deleting three 1.0 FTE Senior Office Assistants;
  - b. Deleting one 1.0 FTE Medical Secretary;
  - c. Deleting one 1.0 FTE Vital Statistics Assistant; and
  - d. Adding five 1.0 FTE Health and Human Services Technician I/II\*s.

\*Flexibly Staffed Positions

### **EXECUTIVE SUMMARY**

The Public Health Division of the Health and Human Services Agency completes state mandated functions of the Communicable Disease Program and the Vital Statistics Office, which registers all births and deaths in Napa County. Incumbents in three separate classifications in the Division are providing service in this division. The use of three separate classifications creates challenges in cross training and coverage in order to provide a consistent level of services to the community. The Director of the Health and Human Services requested that the Human Resources Department complete a reclassification study of the clerical positions in the Public Health Division. The result of this study is Human Resources is recommending the addition of a new classification of

Health and Human Services Technician I/II. The creation of this new classification will enable the division to divide work evenly and promote cross training to ensure that the Public Health Division can continue to provide essential services to clients. Five administrative support positions will be reclassified to the recommended Health and Human Services Technician I/II classification. The incumbents will all be reclassified to the I level with the ability to flexibly promote to the II level if they gain the required knowledge, skills and abilities of that level, and the department operations justifies the need for a II level. This will allow for greater cross coverage of state mandated functions and will allow the administrative support staff opportunities to expand their skills.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The positions are funded from the following five revenue sources: 47% from Realignment, 15% from MediCal Administrative Activities, 15% from Health and Human Services Agency General Fund, 12% from Charges for Services, and 11% from State Revenue for Emergency Preparedness.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification will allow management to ensure uninterrupted access to essential Public Health services.
Is the general fund affected?	No
Future fiscal impact:	The total cost increase for the remainder of Fiscal Year 2016-2017 is approximately \$1,613, with an annualized cost of approximately \$5,242 for future fiscal years, and will be budgeted accordingly. This cost is based on the assumption that all staff will initially be reclassified to Health and Human Services Technician I.
Consequences if not approved:	The Public Health Division would continue to struggle with cross training and coverage across the current classifications, which impacts their ability to provide a consistent high level of service in this area.
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 Public Health Division of the Health and Human Services Agency provides two essential services that must be continuously staffed during business hours and covered after hours by a management level duty officer. The Vital Statistics Office registers all births and deaths in Napa County and must remain open to serving clients. The Communicable Disease Program responds to reports of communicable diseases from healthcare providers and may take urgent action to control and prevent the spread of disease.

Administrative support positions, trained in relevant computer programs and familiar with programmatic regulatory requirements, are critical to ensuring ongoing services. However, the variety of classifications that exist among Public Health administrative support positions has led to ongoing challenges in terms of providing coverage when a staff member is out of the office.

To address this issue and ensure that essential services continue, the Director of Health and Human Services Agency requested a reclassification study of five positions within the Public Health Division. Human Resources conducted a study and is recommending a new single classification of Health and Human Services Technician I/II for all five positions. The five administrative support positions in Public Health currently performing this work are divided into three classifications: Vital Statistics Assistant, Senior Office Assistant, and Medical Secretary. The reclassification of these positions to the newly created Health and Human Services Technician I/II classification will solve the coverage issues, and will also enable administrative support staff to expand their skills and experience beyond a single program.

Therefore, Director of Human Resources and Director of Health and Human Services Agency recommend the adoption of a resolution amending the Table and Index, and Departmental Allocation List for the Public Health Division of the Health and Human Services Agency, effective March 11, 2017.

#### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan