



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/8/2014

Agenda Placement: 71

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: Faye Newton, HUMAN RESOURCES ANALYST II - 707-299-1728

SUBJECT: Amend the Departmental Allocation List for the Operations Division of the Health & Human Services Agency by Deleting an Office Assistant I/II allocation and adding a System Support Analyst - H&HS

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services request the adoption of a resolution amending the Departmental Allocation List for the Operations Division of the Health and Human Services Agency (HHSA) as follows, effective April 12, 2014, with no net increase in full time equivalents and no net increase to the General Fund:

1. Delete one (1.0 FTE) Office Assistant I/II; and,
2. Add one (1.0 FTE) System Support Analyst - HHSA.

EXECUTIVE SUMMARY

The Health & Human Services Agency (HHSA) requested Human Resources conduct a reclassification study of an Office Assistant II position in the Operations Division of the Health & Human Services Agency, to determine if the incumbent was properly classified as an Office Assistant II. A review of the completed Position Description Questionnaire, a desk audit with the incumbent, departmental interviews and a study of comparable agencies' classification specifications revealed that the incumbent is performing duties that are outside the scope of the Office Assistant II classification and are more reflective of the duties found in the System Support Analyst - H&HS classification specification.

Therefore, the Director of Human Resources and the Director of Health & Human Services recommend that the position of Office Assistant I/II in the Operation's Division of the Health & Human Services Agency be reclassified to System Support Analyst - H&HS, effective April 12, 2014, with no net increase in full time equivalents and no net

increase to the General Fund.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Thirty percent (30%) of the increased cost of this position is covered by the Social Services Allocation. The remaining seventy (70%) percent is General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification will allow management to continue to assign duties related to supporting the Homeless Management Information System database to the incumbent. Otherwise, management or other System Support Analyst - H&HS would have to take over these duties. Due to current workload, this would be incredibly difficult.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost for salary and benefits the remainder of the 2013-2014 Fiscal Year is approximately \$2,240, of which 70% if General Fund, and will be absorbed within the current allocation to the General Fund. The ongoing annualized cost will be approximately \$19,860 and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbents duties will have to be reassigned to the manager or an existing System Support Analyst - H&HS. Due to current workload this would create a significant hardship and back log of work.

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 Health & Human Services Agency (HHS) requested Human Resources conduct a reclassification study of an Office Assistant II position in the Operations Division of the Health & Human Services Agency to determine if the incumbent was properly classified as an Office Assistant II. A review of the completed Position Description Questionnaire, a desk audit with the incumbent, departmental interviews and a study of comparable agency's classification specifications revealed that the majority of the incumbents job consists of administering the

Homeless Management Information System (HMIS) for the Napa County Continuum of Care (CoC). The CoC is a consortium of non-profit, faith-based and governmental agencies that supply homeless services to the population of Napa County. Federal and State law mandates that the Napa County maintain the HMIS and the program is overseen by the United States Department of Housing and Urban Development (HUD). The CoC enters homeless person' information into the HMIS, which then provides the community with valuable information on the homeless. The incumbents duties include: acting as the liaison between Napa County HHSA, the CoC and the HMIS vendor; establishing new user accounts for the CoC; providing new user training on the HMIS and providing help desk support; creating and updating the HMIS Policies and Procedures manual; and, preparing for security and standards audits.

After careful review, Human Resources has determined that a majority of the incumbents duties are outside of the current classification of Office Assistant II and are more reflective of the duties found in the System Support Analyst - H&HS classification specification. A System Support Analyst - H&HS serves as a resource for users of HHSA's automated systems; improves or modifies HHSA systems; provides training and instruction to users; and, functions as a resource person for users in HHSA by answering questions and resolving problems related to the use, application, and operation of automated systems that support Agency programs.

As a result of the findings of this reclassification study, it is recommended that the Office Assistant I/II allocation be reclassified as System Support Analyst - H&HS.

Therefore, the Director of Human Resources and the Director of Health & Human Services recommend the adoption of a resolution to amend the Departmental Allocation List as shown in "Exhibit A", effective April 12, 2014, with no net increase in full time equivalents and no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi