



Agenda Date: 6/27/2006
Agenda Placement: 6CC

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Alice Hughey for Randy Snowden - Director
Health & Human Services
REPORT BY: Theresa Richmond, Chief Operations Officer, 259-8176
SUBJECT: Amend the Departmental Allocation List and the Table and Index - HHSA/Social Services

RECOMMENDATION

Human Resources Director and Director of Health and Human Services request adoption of a resolution regarding the following in connection with the Social Services Division (Child Welfare Services) of the Health and Human Services Agency, effective July 1, 2006:

1. Amend the Departmental Allocation List:
 - a. Add: one (1) (M) Child Welfare Services Director, one (1) (M) Assistant Child Welfare Services Director and one (1) System Support Analyst - H & HS; and
 - b. Delete: one (1) (M) Behavioral Health Care Manager - Children's Services, one (1) (M) Assistant Behavioral Health Care Manager, and one (1) Staff Services Analyst I/II;
2. Amend the Table and Index to add Child Welfare Services Director and Assistant Child Welfare Services Director; and
3. Amend appropriate policies to add Child Welfare Services Director to the list of at-will Management Non-Classified (Other) classifications and add Assistant Child Welfare Services Director to the list of Management Classified classifications.

EXECUTIVE SUMMARY

In relation to the Health and Human Services Agency's recent Board-approved reorganization of its Child Welfare Services (CWS) Division, Human Resources and the Agency request approval of the following:

1. the re-titling of the two management positions in CWS to more accurately reflect industry classification titles and enhance the possibility of recruiting strong candidates, and
2. the deletion of a Staff Services Analyst I/II and the addition of a System Support Analyst - H & HS to more accurately reflect the job functions of the position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<p>The requested changes in the positions are at the discretion of the Board. However, the changes are recommended to enhance recruitment efforts and to conform to Merit Systems Services' preferences.</p> <p>The requested action will allow HHSa to re-title the Behavioral Health Care Manager - Children's Services and Assistant Behavioral Health Care Manager positions to job titles that are more familiar to potential applicants and more likely to attract appropriately qualified external applicants for both positions. It also will allow HHSa to respond to Merit Systems Services' preference regarding the Agency's use of position classifications for social services positions that are familiar to the industry. The action also will reclassify the analyst position to more accurately reflect the job duties of this position.</p>
Is the general fund affected?	Yes
Future fiscal impact:	These are permanent positions and corresponding appropriations will be budgeted annually.
Consequences if not approved:	If the requested action is not approved, the CWS director and assistant director job classification titles will not accurately reflect recognized positions in Child Welfare Services, leading to the possibility that the recruitment will not attract highly qualified applicants. The analyst position will in effect not reflect the duties of the position.
Additional Information:	Funding for these positions is 82% Child Welfare Services allocation and 18% County General Fund.

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 and Human Services Agency (Agency) is conducting a comprehensive review and reorganization of its Child Welfare Services (CWS) division. As a part of that reorganization, the Board of Supervisors approved on April 18, 2006, certain personnel actions, including the creation of an assistant manager, two staff services analysts, and one additional office support position. The reorganization is being guided in part by the recommendations of an outside CWS consulting firm.

The Agency is initiating a recruitment for the two senior management positions in the CWS Division. The

consultants have recommended that the Agency take advantage of the vacancies in these positions to change the position titles to ones which are more familiar to potential applicants and more likely to attract appropriately qualified external applicants for both positions. Retitling also will allow the Agency to respond to Merit Systems Services' preference regarding the Agency's use of position classifications for social services positions familiar to the industry. For these reasons, the Agency is requesting the conversion of the Behavioral Health Care Manager position to Child Welfare Services Director and the Assistant Behavioral Health Care Manager to Assistant Child Welfare Services Director.

The senior of these management positions has historically been classified as a Behavioral Health Care Manager (BHC Manager), in line with the priority the Agency has historically assigned to the horizontal integration of its program services. However, the classification title is atypical of CWS positions. The CWS Director job title, on the other hand, is recognized by Merit System Services, and when posted, will be easily understood by job seekers interested in this type of senior management position. The Agency continues to pursue the benefits of horizontal integration and believes that it will ultimately be best served by the recruitment of the strongest possible managers in each of the program divisions.

Similarly, the Assistant Behavioral Health Care Manager position in the CWS Division, approved by the Board of Supervisors in April, is a classification used primarily in behavioral health programs. Use of this position title is atypical in the CWS field. The title of Assistant Child Welfare Services Director is also recognized by Merit System Services and, when posted, easily understood by job seekers interested in this type of management position. The Agency originally created the assistant manager position in the behavioral healthcare manager job series because retitling of the assistant position wasn't practicable until the opportunity to also retitle the senior manager position arose.

Based on advice from the CWS consultants, The Agency requested Human Resources to conduct a market study of Napa County's comparable counties in regards to the senior management position. This has resulted in a recommended 7.4% adjustment in salary to bring this single class within the market average. Market data was collected as of June, 2006. Therefore, it is intended that this classification receive future cost of living adjustments becoming effective on or after July 1, 2006. Consistent with the County's recent practice with regard to senior or highly sensitive management positions and as part of a County-wide effort to provide greater management accountability, it is also requested that the proposed Child Welfare Services Director classification be added to those positions classified in the Management Compensation and Salary Plan as Management Non-Classified (Other) and thus deemed at will.

Lastly, the duty statement relating to the Staff Services Analyst classification under Merit Systems Services has been changed, such that the classification no longer encompasses all of the duties envisioned for one of the Staff Services Analyst positions recently approved by the Board as a part of the CWS reorganization. The Agency is proposing to delete the Staff Services Analyst I/II and to add a System Support Analyst position which sets forth responsibilities that more closely reflect the job functions envisioned in the reorganization.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita