



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2012

Agenda Placement: 70

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Mason, Suzanne R. - Director
Human Resources

REPORT BY: Karla Jensen, Human Resources Analyst II - (707) 253-4489

SUBJECT: Amend the Departmental Allocation List for the Mental Health Division to Reclassify Community Aide to Mental Health Worker Aide

RECOMMENDATION

Director of Human Resources and the Director of Health and Human Services request the adoption of a resolution amending the Departmental Allocation List for the Mental Health Division of the Health and Human Services Agency (HHS), by deleting one (1.0 FTE) Community Aide allocation and adding one (1.0 FTE) Mental Health Worker Aide allocation, effective July 21, 2012, with no net increase in the number of full time equivalents and no net increase in the General Fund.

EXECUTIVE SUMMARY

The Director of Health and Human Services requested that a reclassification study be conducted of a Community Aide in the Mental Health Division of the Health and Human Services Agency to determine if the duties the incumbent was performing were within the scope of those described in the current classification specification. Human Resources conducted a classification study that included a review of the Position Description Questionnaire (PDQ) completed by the incumbent, a desk audit and an interview with the incumbent's supervisors. The finding of this study determined that the mental health support duties being performed by the incumbent are more appropriate for the classification of Mental Health Worker Aide.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	100% Medi-Cal Insurance
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The incumbent is currently performing duties that are outside of his current classification of Community Aide. Human Resources is recommending a reclassification from a Community Aide to a Mental Health Worker Aide. If the incumbent is not reclassified, the Mental Health Division will have to find a Mental Health Worker Aide to perform the duties that incumbent is currently performing, as the mental health support duties are imperative to the clients of the Mental Health Division. These duties will be difficult to reassign as the current Mental Health Worker Aides already have full work loads.
Is the general fund affected?	Yes
Future fiscal impact:	This is a permanent position and future allocations will be budgeted accordingly. The increased cost for this position for the remainder of Fiscal Year 2012-13 is approximately \$185 and the ongoing annualized cost increase will be approximately \$202.
Consequences if not approved:	If this action is not approved, incumbent will be performing duties that are outside the scope of current classification, and therefore will be improperly classified.
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 a reclassification study be conducted of a Community Aide in the Mental Health Division of the Health and Human Services Agency to determine if the duties the incumbent was performing were within the scope of those described in the current classification specification.

Human Resources conducted a classification study that included a review of the Position Description Questionnaire (PDQ) completed by the incumbent, a desk audit and an interview with the incumbent's supervisors. As a result of this analysis, it was determined that the incumbent is orienting and following up with individuals and families to provide them with assistance in accessing information and services through the Division of Mental Health; providing information and referral assistance to individuals and families to help them access mental health services at various community organizations; and, assisting individuals and families through the referral process for medical eligibility, accessing medical health records and obtaining community referrals. The Community Aide and the Mental Health Worker Aide are very similar classifications in terms of type, level and scope of duties, however, the distinguishing difference is that the duties in the Mental Health Worker Aide are specific to Mental Health clients, and are therefore a better match for the position being studied. Therefore, while either classification could be considered a match based upon the overlap in the types of duties, the best match is the Mental Health Worker Aide based on the specific client population served. In addition, the other positions in the Mental Health Division performing similar functions are classified as Mental Health Worker Aides.

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 for the Mental Health Division as shown on Exhibit "A", effective July 21, 2012, with no net increase in the number of full time equivalents and no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi