



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/31/2018

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Acting Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Health and Human Services Agency

RECOMMENDATION

Acting Director of Human Resources and Interim Director of Health and Human Services Agency request the adoption of a resolution amending the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency, as follows, effective August 11, 2018, with no net increase in full-time equivalents and no increase to the General Fund:

1. Delete one 1.0 FTE Staff Services Analyst I/II.
2. Add one 1.0 FTE Supervising Staff Services Analyst.

EXECUTIVE SUMMARY

The Director of the Health and Human Services Agency (HHSA) requested that Human Resources conduct a reclassification study of a Staff Services Analyst II position in HHSA's Public Health Division to determine if an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbent is performing duties that are outside the scope of the Staff Services Analyst II job classification. If approved, this action will reclassify the incumbent to the Supervising Staff Services Analyst classification.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

What is the revenue source?	This position is 100% funded by the California Tobacco Control Program (CTCP) Grant and Medi-Cal Administrative (MAA) reimbursement.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification acknowledges that the incumbent has been performing a broader range of more complex analytical responsibilities and has been acting in a supervisory role. This action is necessary to allow HHSA management to continue to assign these critical duties.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2018-2019 for the proposed reclassification is estimated at \$5,005. The increased annualized cost for this position is estimated at \$5,658, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to another position in the department. Due to the current workload of other Public Health Division staff and stringent compliance requirements, this would create a significant hardship.
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 the Health and Human Services Agency (HHSA) requested that Human Resources conduct a reclassification study of a Staff Services Analyst II position within HHSA's Public Health Division to determine an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications indicated that the incumbent is performing duties that are outside the scope of the Staff Services Analyst II job classification.

Over the past two years, the incumbent has been tasked with new complex analytical responsibilities, including administration of the California Tobacco Control Program (CTCP) and Medi-Cal Administrative Activities (MAA). As the Administrator of the CTCP, the incumbent oversees program activities, reporting, and contractor monitoring. The incumbent also implements performance improvement plans for contractors to ensure the CTCP does not risk losing critical funding. The role of MAA Administrator requires the incumbent to ensure all HHSA Divisions that provide qualified Medi-Cal client services are properly billed, while also acting as a Medi-Cal subject matter expert for local non-profit organizations. In addition to these duties, the incumbent took over supervisory duties which consist of supervision, performance evaluations, and workload planning for Public Health Division staff. These are tasks that are not found in the incumbent's current classification of Staff Services Analyst II. Therefore, it is recommended that the incumbent be reclassified to the classification of Supervising Staff Services Analyst.

Therefore, the Acting Director of Human Resources and the Interim Director of the Health and Human Services Agency recommend the adoption of a resolution to amend the Departmental Allocation List for the Public Health

Division of HHSA as shown on "Exhibit A," effective August 11, 2018, with no net increase in full-time equivalents and no increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi