



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/10/2019

Agenda Placement: 60

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Karen Taylor - 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 Administration Division of the Health and Human Services Agency

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services Agency request the adoption of a resolution amending the Departmental Allocation List for the Administration Division of the Health and Human Services Agency, as follows, effective September 21, 2019, with no net increase in full-time equivalents and no increase to the General Fund:

1. Delete one 1.0 FTE Office Assistant II.
2. Add one 1.0 FTE Senior Office Assistant.

### **EXECUTIVE SUMMARY**

The Director of the Health and Human Services Agency (HHSA) requested that Human Resources conduct a reclassification study of an Office Assistant II position in HHSA's Administration 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 Office Assistant II job classification. If approved, this action will reclassify the incumbent to the Senior Office Assistant classification.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            No

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What is the revenue source?	This position is 75% funded by the Health and Human Services Agency General Fund and 25% funded by Mental Health Medi-Cal Administrative funding sources.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification acknowledges that the incumbent has been performing a broader range of more complex responsibilities. This action is necessary to allow HHSA management to continue to assign these senior level duties.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2019-2020 for the proposed reclassification is estimated at \$3,559, which will be offset by salary savings. The increased annualized cost for this position is estimated at \$4,742, 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 Administration Division staff, 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 an Office Assistant II position within HHSA's Administration 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 indicated that the incumbent is performing duties that are outside the scope of the Office Assistant II job classification.

Over the past two years, the incumbent's role in the Administration Division of HHSA has evolved to include more complex administrative tasks such as monthly reporting of fiscal data, assisting with data analysis, auditing medical records, and tracking compliance with medical record retention laws. Additionally, the incumbent has been asked to perform their role with a degree of independence that goes beyond their current classification of Office Assistant II. Therefore, it is recommended that the incumbent be reclassified to the classification of Senior Office Assistant.

Therefore, the Director of Human Resources and the Director of the Health and Human Services Agency recommend the adoption of a resolution to amend the Departmental Allocation List for the Administration Division of HHSA as shown on "Exhibit A," effective September 21, 2019, 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