



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/25/2018

Agenda Placement: 6N

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 Mental Health Division of the Health and Human Services Agency, as follows, effective October 6, 2018, with no net increase in full-time equivalents and no increase to the General Fund:

1. Delete one 1.0 FTE Supervising Mental Health Counselor I - Licensed.
2. Add one 1.0 FTE Supervising Mental Health Counselor II - Licensed.

EXECUTIVE SUMMARY

The Interim Director of the Health and Human Services Agency (HHSA) requested that Human Resources conduct a reclassification study of a Supervising Mental Health Counselor I - Licensed position in HHSA's Mental 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 Supervising Mental Health Counselor I - Licensed job classification. If approved, this action will reclassify the incumbent to the Supervising Mental Health Counselor II - Licensed 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 Mental Health Services Act (MHSA), Medi-Cal Reimbursements, and Realignment.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification acknowledges that the incumbent has been performing a broader range of more complex program development responsibilities and supervising the Adult Therapy Unit. 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 \$5,428. The increased annualized cost for this position is estimated at \$7,238, 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 Mental Health Division staff, reassigning critical program development responsibilities, grant monitoring functions, and supervision to a different position 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 Interim Director of the Health and Human Services Agency (HHSA) requested that Human Resources conduct a reclassification study of a Supervising Mental Health Counselor I - Licensed position within HHSA's Mental Health Division to determine whether the 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 Supervising Mental Health Counselor I - Licensed job classification.

Over the past six years, the incumbent assumed new program development responsibilities within the Adult Therapy Unit, including complex evaluation of community agency contracts, professional, administrative, and supervisory duties. The incumbent also plans, coordinates, and supervises the activities of the Mental Health Stipend Internship Program Unit. In addition to these duties, the incumbent monitors and evaluates grant and contract expenditures for all of the programs they supervise. These are tasks that are not found in the incumbent's current classification of Supervising Mental Health Counselor I - Licensed. Therefore, it is recommended that the incumbent be reclassified to the classification of Supervising Mental Health Counselor II - Licensed.

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 Mental Health Division of HHSA as shown on "Exhibit A," effective October 6, 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