

# COUNTY OF EL DORADO

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## *Human Resources Department*



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**TO:** Patricia Charles-Heathers, Director, Health and Human Services Agency

**FROM:** Mike Strella, Principal Human Resources Analyst

**DATE:** October 16, 2017

**SUBJECT:** **Classification Study Recommendation – Community Public Health Nursing Division Manager** (Working Title - Director of Public Health Nursing)

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In response to the request received in September 2017 regarding the position classification of one (1) Community Public Health Nursing Division Manager in the Health and Human Services Agency (HHS), a study has been completed in accordance with Part 3 – Position Classification of the County of El Dorado (County) Personnel Rules. This memorandum outlines the background, methodology used to conduct the study, and the study recommendation.

### **METHODOLOGY**

The methodology employed in conducting this study was as follows:

- Reviewed and analyzed the following documents:
  - Position Description Questionnaire completed by the current incumbent (Michael Ungeheuer) in July 2016.
  - Duty statement provided by Ms. Charles-Heathers, Director of HHS, which contained a list of new duties assigned to the Mr. Ungeheuer since July 2016.
  - Mr. Ungeheuer reviewed the duty statement referenced above and provided some additional comments.
  - Proposed HHS organization chart.
  - Current Community Public Health Nursing Division Manager job description.
- An interview with Ms. Charles-Heathers to confirm the submitted documentation, review the duties and responsibilities of the position, and understand the proposed organization structure.
- An interview with Mr. Ungeheuer to confirm the submitted documentation and review the changes in the duties and responsibilities.
- Analyzed the scope and complexity of the new responsibilities and tasks performed and the skills, knowledge, and abilities required.
- Developed a recommendation based on the analysis of the above information.

## **BACKGROUND AND ANALYSIS**

For the last several years, and with the support of the Board of Supervisors, HHSA has been working through their Service Integration Strategic Plan Objective which includes a review of their organizational structure to better determine how services could be delivered to the community. During this time, the position of Community Public Health Nursing Division Manager has taken on more responsibility in overseeing additional programs within the Community Based Nursing program. Additionally, this position will soon be overseeing the Health Education programs as part of the new HHSA organizational structure; however, while it's important to note that additional duties will be added given the Service Integration Strategic Plan, the additional work was not considered in this study since the incumbent is not currently performing the associated duties.

The incumbent is a member of the HHSA Executive Policy Team, participating in the planning, implementation, administration, and monitoring of services and programs carried out by HHSA. The Executive Policy Team is made up of the Director of HHSA, the Assistant Director of HHSA, the Assistant Director of Human Services, the Chief Fiscal Officer, the County Health Officer, and four (4) Deputy Directors.

The position of Community Public Health Nursing Division Manager was created in 1990 and is responsible for the County's public health nursing services function, including a variety of specialized health education and promotion programs and field services. The Community Public Health Nursing Division Manager is also responsible for developing and implementing division and departmental goals, objectives, and standards in addition to furthering County goals and objectives.

Originally titled Deputy Public Health Director/Clinical Services, the title was changed in 2000 to its current title along with other modifications to the job specification. The most significant change included the removal of responsibility for the overall administration of the County's public health clinical nursing services function, which has since been added back in under the current organizational structure. The incumbent has been in the position since 1990 and currently supervises one (1) manager-level employee and three (3) supervisor-level employees.

Some of the incumbent's current duties that are outside of the normal duties of the current classification include:

- Carries out the planning, implementation, administration and monitoring services and programs carried out by HHSA, under limited direction.
- Directs, coordinates, and evaluates nursing practices throughout the HHSA.
- Provides expert/technical assistance and direction related to nursing, population based intervention and public health program development.
- Directs the work of one (1) manager and three (3) supervisor level staff.
- Collaborates with the County Health Officer and the Assistant Director in developing and implementing policies for public health.
- Participates as a member of the Executive Policy Team in the planning, implementation, administration and monitoring of services/programs carried out by the HHSA.

Since July 2016, the incumbent received an increase in the number of staff supervised, as well as program responsibilities as noted below, which has expanded the work requirements of managing multiple programs:

- California Children Services administration and diagnostics
- Multipurpose Senior Services Program
- Nursing Administration
- Maternal Child and Adolescent Health
- Vital Statistics
- Jail Medical Services

Given the Service Integration Strategic Plan, it's anticipated that the incumbent will have responsibilities for the following Health Education programs:

- Women, Infant, and Children
- Snapp-Ed grant nutritional programs
- Tobacco Use Prevention Program
- CMSP Grant Programs

### **RECOMMENDATION**

The incumbent is a second-level manager whose current job duties, independence of decision making, and the level of consequence for those decisions are comparable to those decisions made at the Deputy Director level. It is therefore recommended that this position of Community Public Health Division Manager be reclassified to Deputy Director. Additionally, based upon the applicable sections of the Personnel Rules as previously cited, Human Resources concurs with the department's recommendation that the examination process be waived and the incumbent be placed at Step 5 of the new salary range.

Please contact me at ext. 5622 if you have any questions or concerns regarding this matter.

*Applicable Personnel Rules Sections:*

305. REALLOCATION AND RECLASSIFICATION OF POSITIONS. In the event that the duties and responsibilities of a position become so altered that the position does not fit into the classification to which it was originally allocated, the Director may recommend to the Board reallocation or reclassification of the position to an appropriate classification. The decision of the Board is final.

306. STATUS OF EMPLOYEES IN RECLASSIFIED POSITIONS. When a position is reclassified to a different class, the salary step and anniversary date of the employee shall be governed by Part 13 Rule 1312, Salary on Reclassification. The status of the employee in the new position may be changed in accordance with the reallocation or reclassification as follows:

306.1 Upward Reclassification. A change in the title of the position accompanied by an assignment of the position to a classification at a higher salary range constitutes an upward reclassification. Incumbents are not automatically upgraded when their positions are upgraded, but must compete through an examination and appointment process, unless the process is waived by the Director upon request of the appointing authority. The examination to qualify an incumbent for promotion to an upgraded position may be waived by the Director and the incumbent continued in current status at the request of the appointing authority if all of the following conditions are met:

- (a) The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
- (b) The incumbent has been in the position and has performed the upgraded class duties for the length of the probationary period of the new class.
- (c) The incumbent meets the minimum qualifications of the new classification.
- (d) The action has been approved by the Board.

1312.2 Upward Reclassification. If the position is reclassified to a class that is allocated to a higher salary range than the class of the position before it was reclassified, the salary of the employee shall be governed by Rule 1308.

1308 SALARY ON PROMOTION. An employee who is promoted shall receive the nearest step within the new salary range that is not less than five percent more than his/her former step; provided, however, that in no case shall the increased salary be more than the top step in the new range. The effective date of a promotion shall be the first day of the first full pay period following the appointment. Increases in salary shall be made effective on the effective date of the promotion. For purposes of further annual increases within the salary range, the employee's anniversary date shall be changed to the effective date of the promotion.

To be completed by Department Head (or designee):

\_\_\_\_\_ I have reviewed the classification study report and agree with the analysis and recommendation(s).

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_ I have reviewed the classification study report and do not agree with the analysis and/or recommendation(s) for the following reason(s):

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

cc: Personnel File