



## Legislation Details (With Text)

**File #:** 18-0482      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 3/16/2018      **In control:** Board of Supervisors

**On agenda:** 4/3/2018      **Final action:** 4/3/2018

**Title:** Health and Human Services Agency and Human Resources Department recommending the Board approve and authorize the Chair to sign Resolution 054-2018 to the re-titling of re-title the County classification of Eligibility Systems Specialist to System Support Analyst in order to maintain uniformity with Merit System Services classification structure.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Eligibility Systems Specialist Retitle Resolution 4-3-18, 2. Executed Resolution 054-2018

Date	Ver.	Action By	Action	Result
4/3/2018	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency and Human Resources Department recommending the Board approve and authorize the Chair to sign Resolution 054-2018 to the re-titling of re-title the County classification of Eligibility Systems Specialist to System Support Analyst in order to maintain uniformity with Merit System Services classification structure.

**FUNDING:** N/A

**DEPARTMENT RECOMMENDATION**

Health and Human Services Agency and Human Resources Department recommending the Board approve and authorize the Chair to sign Resolution 054-2018 to the re-titling of re-title the County classification of Eligibility Systems Specialist to System Support Analyst in order to maintain uniformity with Merit System Services classification structure.

**DISCUSSION / BACKGROUND**

Pursuant to California Government Code Sections 19800 - 19810, the California Department of Human Resources (CalHR) is charged with the responsibility of ensuring that counties receiving federal funds for programs within their social services and child support services departments adhere to the federal merit principles. CalHR has contracted with CPS HR Consulting (herein after referred to as Merit System Services or MSS) to provide recruitment and selection as well as classification services that meet the federal mandates.

Health and Human Services Agency (HHSA) utilizes Merit System Services (MSS) classifications for social services programs and County classifications for non-social services programs that are identical in the scope and complexity of the responsibilities and tasks performed, and the required knowledge, skills, and abilities. These classifications typically have the same or similar title and the same rate of pay.

When the System Support Analyst class specification was originally adopted by the County, it was titled "Eligibility Systems Specialist", although the MSS title was System Support Analyst. In researching the reasoning to adopt an alternative title, it was found that the Chief Assistant Director of HHSA at the time preferred not to have another classification with the acronym SSA in Social Services. However, to more accurately represent the duties of the classification, as well as align with MSS, HHSA, Local 1, and Human Resources are recommending the County re-title the classification to maintain uniformity with MSS and to better reflect the level and scope of duties performed. This class is only used in HHSA and this change will have no impact to other County departments.

#### **ALTERNATIVES**

The Board could choose not to approve the title change and the class title would remain Eligibility Systems Specialist.

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Health and Human Services Agency, Local 1

#### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

#### **FINANCIAL IMPACT**

There is no financial impact related to the recommended action, as this is a title change only.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board approval, please provide Katie Lee in Human Resources and James Robbins in Health and Human Services Agency with a copy of the fully executed Resolution.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

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