



Legislation Details (With Text)

File #: 22-0547 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 3/15/2022 **In control:** Board of Supervisors

On agenda: 4/5/2022 **Final action:** 4/5/2022

Title: Human Resources Department recommending the Board approve and adopt the revisions to the following class specifications to comply with the revised Internal Revenue Service Publication 1075: Assistant Director of Child Support Services; Assistant Director of Child Support Services /Chief Attorney; Assistant Director of Health Services; Chief Assistant Director, Health and Human Services Agency; Child Support Attorney I/II/III/IV; Child Support Investigator I/II; Child Support Specialist I/II; Child Support Specialist III; Child Support Supervisor; Deputy Director, Health and Human Services Agency; Deputy Public Guardian I/II; Deputy Public Guardian Supervisor; Director of Child Support Services; Director of Health and Human Services Agency; Eligibility Specialist Trainee/I/II; Eligibility Specialist III; Eligibility Supervisor; Fiscal Technician; Fiscal Services Supervisor; Medical Office Assistant I/II; Program Assistant; Program Manager; Program Manager - Protective Services; Public Health Nurse I/II; Public Health Nursing Manager; Registered Nurse; Sr. Fiscal Assistant.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Assistant Director of CSS - April 2022 - CLEAN, 2. AA - Assistant Director of CSS - April 2022 - REDLINE, 3. B - Assistant Director of CSS - Chief Attorney - April 2022 - CLEAN, 4. BB - Assistant Director of CSS - Chief Attorney - April 2022 - REDLINE, 5. C - Assistant Director of Health Services - April 2022 - CLEAN, 6. CC - Assistant Director of Health Services - April 2022 - REDLINE, 7. D - Chief Assistant Director, HHSA - April 2022 - CLEAN, 8. DD - Chief Assistant Director, HHSA - April 2022 - REDLINE, 9. E - Child Support Attorney I-II-III-IV - April 2022 - CLEAN, 10. EE - Child Support Attorney I-II-III-IV - April 2022 - REDLINE, 11. F - Child Support Investigator I-II - April 2022 - CLEAN, 12. FF- Child Support Investigator I-II - April 2022 - REDLINE, 13. G - Child Support Specialist III - April 2022 - CLEAN, 14. GG - Child Support Specialist III - April 2022 - REDLINE, 15. H - Child Support Specialist I-II - April 2022 - CLEAN, 16. HH - Child Support Specialist I-II - April 2022 - REDLINE, 17. I - Child Support Supervisor - April 2022- CLEAN, 18. II - Child Support Supervisor - April 2022- REDLINE, 19. J - Deputy Director HHSA - April 2022 - CLEAN, 20. JJ - Deputy Director HHSA - April 2022 - REDLINE, 21. K - Deputy Public Guardian I-II - April 2022 - CLEAN, 22. KK - Deputy Public Guardian I-II - April 2022 - REDLINE, 23. L - Deputy Public Guardian Supervisor - April 2022 - CLEAN, 24. LL - Deputy Public Guardian Supervisor - April 2022 - REDLINE, 25. M - Director of Child Support Services - April 2022 - CLEAN, 26. MM - Director of Child Support Services - April 2022 - REDLINE, 27. N - Director of HHSA - April 2022 - CLEAN, 28. NN - Director of HHSA - April 2022 - REDLINE, 29. O - Eligibility Specialist III - April 2022 - CLEAN, 30. OO - Eligibility Specialist III - April 2022 - REDLINE, 31. P - Eligibility Specialist TR-I-II - April 2022 - CLEAN, 32. PP - Eligibility Specialist TR-I-II - April 2022 - REDLINE, 33. Q - Eligibility Supervisor - April 2022 - CLEAN, 34. QQ - Eligibility Supervisor - April 2022 - REDLINE, 35. R - Fiscal Services Supervisor - April 2022 - CLEAN, 36. RR - Fiscal Services Supervisor - April 2022 - REDLINE, 37. S - Fiscal Technician - April 2022 - CLEAN, 38. SS - Fiscal Technician - April 2022 - REDLINE, 39. T - Medical Office Assistant I-II - April 2022 - CLEAN, 40. TT - Medical Office Assistant I-II - April 2022 - REDLINE, 41. U - Program Assistant - April 2022 - CLEAN, 42. UU - Program Assistant - April 2022 - REDLINE, 43. V - Program Manager - April 2022 - CLEAN, 44. VV - Program Manager - April 2022 - REDLINE, 45. W - Program Manager - Protective Services - April 2022 - CLEAN, 46. WW - Program Manager - Protective Services - April 2022 - REDLINE, 47. X - Public Health Nurse I-II - April 2022 - CLEAN, 48. XX- Public Health Nurse I-II - April 2022 - REDLINE, 49. Y - Public Health Nursing Manager - April 2022 -

CLEAN, 50. YY - Public Health Nursing Manager - April 2022 - REDLINE, 51. Z - Registered Nurse - April 2022 - CLEAN, 52. ZZ - Registered Nurse - April 2022 - REDLINE, 53. ZA - Sr. Fiscal Assistant - April 2022 -CLEAN, 54. ZB - Sr. Fiscal Assistant - April 2022 -REDLINE

Date	Ver.	Action By	Action	Result
4/5/2022	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the revisions to the following class specifications to comply with the revised Internal Revenue Service Publication 1075: Assistant Director of Child Support Services; Assistant Director of Child Support Services /Chief Attorney; Assistant Director of Health Services; Chief Assistant Director, Health and Human Services Agency; Child Support Attorney I/II/III/IV; Child Support Investigator I/II; Child Support Specialist I/II; Child Support Specialist III; Child Support Supervisor; Deputy Director, Health and Human Services Agency; Deputy Public Guardian I/II; Deputy Public Guardian Supervisor; Director of Child Support Services; Director of Health and Human Services Agency; Eligibility Specialist Trainee/I/II; Eligibility Specialist III; Eligibility Supervisor; Fiscal Technician; Fiscal Services Supervisor; Medical Office Assistant I/II; Program Assistant; Program Manager; Program Manager - Protective Services; Public Health Nurse I/II; Public Health Nursing Manager; Registered Nurse; Sr. Fiscal Assistant.

FUNDING: N/A

DISCUSSION / BACKGROUND

In April 2018, with Legistar item 18-0607, the Board approved the new Board of Supervisors’ Policy E-9, Background Investigation Requirements for Individuals with Access to Federal Tax Information (FTI). In October 2018 (Legistar #: 18-1399), to comply with IRS Publication 1075, the Board approved revisions to the class specifications which include positions that have access to FTI, to include the following language under the Working Condition section: “As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at least once every ten (10) years.”

In November 2021, Section 2.C.3 of Publication 1075 was revised to change the background investigation minimum requirement for reinvestigations to be conducted every 10 years, to every five (5) years. As such, it’s necessary to revise the aforementioned class specifications to reflect the current requirements of the publication.

The class specifications (listed below) include the revision of the FTI language to reflect the change to the reinvestigation from a minimum of ten (10) years to reflect that the reinvestigation will be conducted at the frequency prescribed in Publication 1075; additionally, the revisions may include a minor proposed change to the education and experience introduction statement to provide clarity to the County’s current practice that a combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

- Assistant Director of Child Support Services
- Assistant Director of Child Support Services /Chief Attorney
- Assistant Director of Health Services
- Chief Assistant Director, Health and Human Services Agency
- Child Support Attorney I/II/III/IV

- Child Support Investigator I/II
- Child Support Specialist I/II
- Child Support Specialist III
- Child Support Supervisor
- Deputy Director, Health and Human Services Agency
- Deputy Public Guardian I/II
- Deputy Public Guardian Supervisor
- Director of Child Support Services
- Director of Health and Human Services Agency
- Eligibility Specialist Trainee/I/II
- Eligibility Specialist III
- Eligibility Supervisor
- Fiscal Technician
- Fiscal Services Supervisor
- Medical Office Assistant I/II
- Program Assistant
- Program Manager
- Program Manager - Protective Services
- Public Health Nurse I/II
- Public Health Nursing Manager
- Registered Nurse
- Sr. Fiscal Assistant

ALTERNATIVES

The Board could choose not to adopt the revised class specifications to include the FTI language; however, doing so would put the County at risk of being out of compliance with the law.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1), and El Dorado County Managers' Association

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no financial impact associated with this Board item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

None

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources