



Legislation Text

File #: 21-0198, **Version:** 1

Human Resources Department recommending the Board:

1) Adopt and authorize the Chair to sign Resolution **217-2021** to approve:

- a) Due to downward reclassifications, the deletion of 3.0 FTE Program Manager allocations and the addition of 3.0 FTE Fiscal Manager allocations in Health and Human Services Agency (specifically the Finance and Administration Unit) - the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
 - b) Due to an upward reclassification, the deletion of 1.0 FTE Health Program Manager allocation and the addition of 1.0 FTE Program Manager allocation in the Health and Human Services Agency; and
 - c) Abolishment of the Health and Human Services Agency department-specific Health Program Manager classification; and
- 2) Waive the requirement for filling the Program Manager position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 507.1.2 of the Personnel Rules.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Human Resources Department (HR) conducted two separate classification studies as indicated below in which HR used a whole-job analysis approach. This methodology analyzed the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications which are required to perform the work. This approach compared jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

Downward Reclassifications (Fiscal Manager)

As part of the County-wide classification study, HR studied three Program Manager positions allocated to HHSA's Administration and Finance Division. As a result of the study, it was found that all three positions are responsible for performing highly complex financial, accounting, and budget functions that are necessary for the Agency to ensure regulatory compliance and the receipt of ongoing revenue and reimbursements in order to provide the public health and social services it is responsible for providing to the County's vulnerable populations. None of the positions are responsible for the actual oversight and provision of the program areas and associated services. Therefore, the Program Manager classification does not adequately describe the full scope of duties and responsibilities of the studied positions. As such, the recommendation is to classify these positions to the Fiscal Manager classification.

As a result, HR is recommending the Board approve the downward reclassification of 3.0 FTE positions from Program Manager to Fiscal Manager.

- The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.
- Salaries are proposed to be Y-Rated, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.

Upward Reclassification (Program Manager)

Additionally, HR received a request from the Director of Health and Human Services Agency to conduct a classification study of a Health Program Manager position believed to be working out of class as a Program Manager.

In 2011, Health Services was consolidated into the Health and Human Services Agency (HHSA), and approximately one (1) year ago, the incumbent in this study was transferred to her current assignment in Community Services. However, when they were assigned to Community Services, the incumbent's classification did not change. Thus, their classification remained Health Program Manager.

There is substantial overlap between the class specifications for Health Program Manager and Program Manager when it comes to the broad managerial scope and level of work. Overall, the only significant distinctions between these class specifications are that a Health Program Manager oversees health-related programs must have experience coordinating or providing services in a health care, promotions or prevention programs, whereas the class of Program Manager is very broadly defined and could be assigned to manage multiple different functional areas, whether inside or outside of HHSA.

Given that the position in question is assigned to Community Services and does not oversee health-related programs, HR is recommending the Board approve the upward reclassification of 1.0 FTE Health Program Manager to Program Manager.

- The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- Incumbents are not automatically upgraded when their positions are, but must compete through an examination and appointment process, unless the position reclassification resulted from a class study and the retention of the incumbent in such position is approved by the appointing authority and the following conditions are met: (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; and (b) The duties of the position have continually evolved over a minimum of the twenty-six (26) pay periods immediately preceding the reclassification and have become significantly broader in scope or more difficult and complex, thereby providing the basis for reclassification to the new class; and (c) The incumbent meets the minimum qualifications of the new class. (d) The competitive recruitment and selection process is waived by the Board of Supervisors.
- Upon approval of the Board, all conditions under 507.1.2 for the upward reclassification and waiver of examination will be met, and the requirement for filling a Program Manager position through a competitive examination process will be waived, allowing the current incumbent to be appointed to the position. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.

Additionally, due to the one Health Program Manager position within the County being reclassified, HR is requesting that this department-specific classification be abolished.

ALTERNATIVES

The Board could choose not to approve the proposed upward or downward reclassifications and corresponding allocation changes, and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Managers' Association
Health and Human Services Agency

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

Approval of the downward reclassifications will not result in any financial impact since the salaries will be Y-Rated. If in the future the incumbents leave the positions, then the salary will revert to that of a Fiscal Manager saving approximately 8% of salary and benefit costs.

The upward reclassification will result in an approximate annual increase of \$14,000; the approximate cost for the remainder of this fiscal year is \$5,000. There are sufficient appropriations within the current year budget to cover the increase.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the fully executed Resolution to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources