



## Legislation Text

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**File #:** 17-1194, **Version:** 1

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Human Resources Department and Health and Human Services Agency recommending the Board consider the following:

- 1) Adopt and authorize the Chair to sign Resolution **171-2017** amending the Authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 1.0 FTE Deputy Director allocation and delete 1.0 FTE Community Public Health Nursing Division Manager;
- 2) Approve the reclassification of one (1) Community Public Health Nursing Division Manager position to the classification of Deputy Director based on a reclassification study; and
- 3) Waive the requirement for filling the Deputy Director position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

**FUNDING:** Public Health Realignment.

### **DEPARTMENT RECOMMENDATION**

Based on the results of a classification study, and to move forward with the implementation of the Service Integration System of Care, it is recommended that an incumbent holding the class of Community Public Health Nursing Division Manager in the Health and Human Services Agency be reclassified to Deputy Director to reflect the responsibilities and duties being performed by the incumbent, as well as duties contemplated in the service integration plan.

To accomplish this, it is recommended the Board:

- 1) Authorize the Chair to sign Resolution xxx-2017 amending the Authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 1.0 FTE Deputy Director allocation and delete 1.0 FTE Community Public Health Nursing Division Manager;
- 2) Approve the reclassification of one (1) Community Public Health Nursing Division Manager position to the classification of Deputy Director based on a reclassification study; and
- 3) Waive the requirement for filling the Deputy Director position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

### **DISCUSSION / BACKGROUND**

In response to the request received by the Director of Human Resources from the Director of Health and Human Service Agency in September 2017, regarding the position classification of one (1) Community Public Health Nursing Division Manager in the Health and Human Services Agency (HNSA), a study has been completed in accordance with Part 3 - Position Classification of the County of El Dorado (County) Personnel Rules. 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 HHSA, which contained a list of new duties assigned to Mr. Ungeheuer position since July 2016.
  - Mr. Ungeheuer reviewed the duty statement referenced above and provided some additional comments.
  - Proposed HHSA 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.

For the last several years, and with the support of the Board of Supervisors, HHSA has been working through its Service Integration Strategic Plan Objective, which includes a review of the 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.

As part of the Service Integration Plan, programs would be re-organized to comprehensively serve clients in a holistic manner. Each area of service will have a Lead Administrator. The Public Health Officer will be the Lead Administrator of Public Health, while Assistant Directors will lead the other areas of service. The additional Deputy Director position will oversee the Health Education programs as part of the new HHSA organizational structure, and it's anticipated that the incumbent will have additional responsibilities for the following programs: Women, Infant, and Children (WIC); Snap-Ed grant nutritional programs; Tobacco Use Prevention Program (TUPP); and CMSP Grant Programs. This position is a key piece in the Service Integration Program Plan. HHSA will incorporate remaining components of the Service Integration Program, including fiscal and budgetary impacts, with the FY 2018-19 budget request. The goal is for this new organizational structure to take effect by July 1, 2018.

The HHSA Executive Policy Team plans, implements, administers, and monitors services and programs carried out by HHSA. It is made up of the Director, the Assistant Director of Administration and Finance, the Assistant Director of Health Services - Adult Services, the Assistant Director of Human Services - Children's Services, the Assistant Director of Human Services - Self Sufficiency and Community Resources, the Chief Fiscal Officer, the County Health Officer, four (4) Deputy Directors, and the Community Public Health Nursing Division Manager. Because the new Deputy Director position will oversee several programs already managed by the incumbent, and several more to be managed through the Deputy Director position, this new position would be instrumental in implementation of the Service Integration Model.

As the position classification study revealed, the incumbent has been performing some of the higher level duties since July 2016 and meets the qualifications for the Deputy Director level position. It is

recommended that the incumbent be reclassified and placed at step 5 of the Deputy Director salary range.

Incumbents are not automatically upgraded when their positions are, but instead must compete through an examination and appointment process, unless the process is recommended by the Director of Human Resources to be waived by the Board. The incumbent has met the following conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:

- 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.

Upon approval of the Board, all conditions under 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling a Deputy Director position through a competitive examination process, 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.

Note that this recommendation is separate from any recommendations resulting from the Koff & Associates classification and compensation study.

## **ALTERNATIVES**

1) The Board could choose to direct the HHS to update their Personnel Allocations during the next budget cycle.

2) The Board could choose to amend the Authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 1.0 FTE Deputy Director allocation and delete 1.0 FTE Community Public Health Nursing Division Manager; however, the Board could choose not to waive the requirement for filling the Deputy Director position through a competitive examination process.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Health & Human Services Agency

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

There is no change to Net County Cost, as the costs associated with the reclassified position would be funded through Public Health Realignment funds. The fiscal impact of the reclassification for a full fiscal year is estimated to be \$9,526 in base salary and \$12,117 increase in total compensation. The FY 2017-18 impact is anticipated to be approximately \$8,000 and will be covered by projected salary savings. Future fiscal years will be included in the HHS recommended budget.

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

The Clerk of the Board shall obtain the Chair's signature on the Resolution and provide a fully executed copy to Katie Lee in Human Resources for implementation.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources