



Legislation Text

File #: 20-0531, **Version:** 1

Human Resources Department recommending the Board:

- 1) Approve and adopt the department-specific class specifications for Health and Human Services Agency: Program Manager - Protective Services, Social Service Aide, Social Worker I/II, Social Worker III, Social Worker IV, Social Work Clinician A/B (Title Change from Social Worker Clinician to Social Work Clinician A - and adding a new classification of Social Work Clinician B to make this a flex class), Social Worker Supervisor I (Title Change from: Social Services Supervisor I), Social Worker Supervisor II (Title Change from: Social Services Supervisor II), System Support Analyst, System Support Assistant (Title Change from: Services Support Assistant III); and
- 2) Adopt and authorize the Chair to sign Resolution **074-2020** to:
 - a) Approve multiple allocation changes as noted in this Board item. As noted, the competitive recruitment and selection process for all reclassifications (both lateral and upward) for filled positions 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) Approve the salary range decrease for the Social Work Clinician A level (the current allocation is vacant); and
 - c) Approve the job class number, representation unit, and salary range for the new classification of Social Work Clinician B.

FUNDING: CSS - State: 34% and Federal: 66%. HHSA - Federal: 38% and 62% Realignment with no General Fund impact.

DISCUSSION / BACKGROUND

On February 11, 2020, Human Resources brought to the Board, and the Board approved, the proposition to move forward with transitioning applicable Department of Child Support Services (CSS) and Health and Human Services Agency (HHSA) positions from Merit System Services (MSS). Through this transition, the County would no longer be considered an Interagency Merit System (IMS) county, and would now be considered an Approved Local Merit System (ALMS) county. Human Resources has been working with MSS, a division of CPS HR Consulting, to both finalize a transition date and wrap up in-progress MSS recruitments. In order for the ALMS transition to occur, the County must 1) adopt class specifications that were formerly used for IMS counties, and 2) identify MSS class specifications that can easily be transferred to County class specifications based on the duties, knowledge, and abilities (e.g., the MSS classification of Information Systems Coordinator II to the County's Information Technologies Department Coordinator).

In the instances where the County is requesting to adopt new class specifications, Human Resources took the liberty to 1) put the MSS class specifications into the County's pre-determined format, 2) clarify duty statements, 3) address grammatical and punctuation errors, and 4) include standard knowledge and ability statements that are utilized for most County classifications.

Human Resources worked with the respective departments, employees, and unions to finalize the class specifications being brought before the Board for adoption. Additionally, Human Resources

notified all parties mentioned of any proposed lateral and upward reclassifications.

Lastly, given the current economic state, Human Resources had to resort to implementing this transition in phases; as such, Phase 1 was presented to and adopted by the Board on March 24, 2020. Human Resources fully expected to bring Phase 2 to the Board on April 7, 2020; however, that was not feasible. With that said, Human Resources is requesting the approval and adoption of the Phase 2 actions below for each department:

Child Support Services

Approve the following upward reclassification:

- Delete 1.0 FTE Information Systems Coordinator I/II allocation and add 1.0 FTE Information Technology Department Specialist allocation.
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
 - 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.

Health and Human Services Agency

Approve and adopt the following class specifications:

1. Program Manager - Protective Services
2. Social Service Aide
3. Social Worker I/II
4. Social Worker III
5. Social Worker IV
6. Social Work Clinician A/B
 - a. Title change from: Social Worker Clinician to Social Work Clinician A
 - b. Also adding a new classification level of Social Work Clinician B, Given that 1) the Social Work Clinician A (former Social Worker Clinician) allocation is vacant, and 2) the new Social Work Clinician B classification required a new salary range, Human Resources recommends adjusting the salary to internally align the salary consistent with the Mental Health Clinician classification series, which has comparable qualifications and performs comparable clinician work.
7. Social Worker Supervisor I
 - a. Title change from: Social Services Supervisor I
8. Social Worker Supervisor II
 - a. Title change from: Social Services Supervisor II
9. System Support Analyst
10. System Support Assistant
 - a. Title change from: Services Support Assistant III

Approve the following upward reclassification:

- Delete 1.0 FTE Information Systems Coordinator III allocation and add 1.0 FTE Information Technology Department Coordinator allocation.
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
 - 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.

Approve the following lateral reclassifications:

- Delete 5.0 FTE Social Services Program Manager allocations and add 5.0 FTE Program Manager - Protective Services allocations.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

In addition, Human Resources is recommending that the classifications below be abolished. Note: the classifications below were used solely for MSS positions, which are no longer needed given the transition:

1. Child Support Program Manager
2. Child Support Special Programs Coordinator
3. Principal Staff Services Analyst

Should the Board approve the actions herein, Human Resources is also requesting to abolish the following classes for the same reasoning above:

1. Information Systems Coordinator I
2. Information Systems Coordinator II
3. Information Systems Coordinator III
4. Social Services Program Manager
5. Services Support Assistant I
6. Services Support Assistant II

ALTERNATIVES

The Board could choose not to adopt the newly proposed class specifications, any reclassifications (lateral or upward), or abolish any of the recommended classifications listed herein and direct Human Resources to either conduct additional analysis or change direction.

PRIOR BOARD ACTION

- 14-400: November 4, 2014 - HHSA Division 45 Transition from MSS (IMS) to ALMS
- 19-1159: August 27, 2019 - Conceptual approval to transition CSS and the remainder of HHSA from IMS to ALMS.
- 20-0158: February 11, 2020 - ALMS Conversion.
- 20-0391: March 24, 2020 - MSS Transition Phase 1

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Department of Child Support Services
Health and Human Services Agency
El Dorado County Employees' Association, Local 1
El Dorado County Managers' Association

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no financial impact related to approving and adopting class specifications.

The financial impact related to the CSS upward reclassification will result in an annual increase of approximately \$7,425. The financial impact for the remainder of FY2019-20 will result in an increase of approximately \$1,150. The increase for the remainder of the fiscal year will be covered by cost savings.

The financial impact related to the HHSA upward reclassification will result in an annual increase of approximately \$3,900. The financial impact for the remainder of FY2019-20 will result in an increase of approximately \$750. The increase for the remainder of the fiscal year will be covered by cost savings.

CLERK OF THE BOARD FOLLOW UP ACTIONS

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

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources