



## Legislation Details (With Text)

**File #:** 23-0760 **Version:** 1

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

**File created:** 4/5/2023 **In control:** Board of Supervisors

**On agenda:** 4/18/2023 **Final action:** 4/18/2023

**Title:** Human Resources Department and Health and Human Services Agency recommending the Board:  
1) Approve and adopt the revised Health and Human Services Agency department-specific class specification of Assistant Director of Administration and Finance; and  
2) Adopt and authorize the Chair to sign Resolution 068-2023 to:  
a) Approve the addition of 1.0 full time equivalent Assistant Director of Administration and Finance allocation in the Health and Human Services Agency amending the Authorized Personnel Allocation Resolution; and  
b) Authorize a 2.75% salary range increase to the Assistant Director of Administration and Finance classification to maintain an appropriate salary structure in the Health and Human Services Agency.

**FUNDING:** Various Health and Human Services Agency funding streams.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A-Blue Route, 2. B-Resolution, 3. C-Assistant Director of Administration and Finance REDLINE, 4. D-Assistant Director of Administration and Finance CLEAN, 5. Executed Resolution 068-2023

Date	Ver.	Action By	Action	Result
4/18/2023	1	Board of Supervisors	Approved	Pass

Human Resources Department and Health and Human Services Agency recommending the Board:  
1) Approve and adopt the revised Health and Human Services Agency department-specific class specification of Assistant Director of Administration and Finance; and  
2) Adopt and authorize the Chair to sign Resolution **068-2023** to:  
a) Approve the addition of 1.0 full time equivalent Assistant Director of Administration and Finance allocation in the Health and Human Services Agency amending the Authorized Personnel Allocation Resolution; and  
b) Authorize a 2.75% salary range increase to the Assistant Director of Administration and Finance classification to maintain an appropriate salary structure in the Health and Human Services Agency.

**FUNDING:** Various Health and Human Services Agency funding streams.

### DISCUSSION / BACKGROUND

At the request of the Health and Human Services Agency (HHS or Agency), Human Resources has reviewed and is recommending updates to the class specification of Assistant Director of Administration and Finance to accurately reflect the organizational assignments and current structure of the Agency. Additionally, the class specification is being reformatted to reflect the current class specification standards, as the classification had previously not been reviewed or updated since 2013. Human Resources is recommending a 2.75% increase to the salary range to bring the compensation into alignment with the Assistant Director level classifications within the Agency who have responsibility for assisting the Director of the Agency in planning, directing, organizing,

coordinating, and overseeing activities of a major division of the Agency.

The Agency was previously allocated an Assistant Director of Administration and Finance, with the incumbent resigning from the County in 2019. As outlined in Agenda Item 20-1350 and approved by the Board on October 20, 2020, HHSA reduced the scope of its administrative functions and staffing and attempted to operate with the Agency Chief Fiscal Officer overseeing the fiscal and administrative functions of the Agency. HHSA is now requesting the addition of 1.0 FTE Assistant Director of Administration and Finance, as a result of evaluating the Agency's current structure with an emphasis on the Agency's ability to integrate services and achieve fiscal and administrative responsibility and efficiency. Reestablishing the position of Assistant Director of Administration and Finance will allow HHSA to continue to develop operational efficiencies by looking at operations from a systems perspective while maintaining strong fiscal and administrative accountability.

The Assistant Director of Administration and Finance position will support the numerous divisions in the Agency and unify the administrative functions resulting in more efficient, streamlined operations allowing for the Agency Chief Fiscal Officer to focus on fiscal operations and accountability. The Assistant Director of Administration and Finance position will manage collaboration of all units within the Administrative and Finance division allowing for the development of a high functioning team and standardized, documented processes. This position will monitor the many legislative changes HHSA is responsible for responding to and provide necessary administrative support to HHSA programs ensuring they meet their mandates. Additionally, this position will bring the Administrative and Finance Unit in alignment with the rest of the Agency structure where an Assistant Director and Deputy Director are in place for operations to run more effectively.

## **ALTERNATIVES**

The Board could choose not to approve the revised job classification and direct Human Resources and the Health and Human Services Agency to explore other options or revisions.

## **PRIOR BOARD ACTION**

See discussion above.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel review of the Resolution.

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

There is no County General Fund impact related to the addition of the position in the current fiscal year. The estimated annual cost increase of \$215,000 to the HHSA Administration Division will be covered by program funding, including State, Federal and realignment revenues, through an approved Indirect Cost Rate that equitably allocates the allowable costs of general administration to benefiting grants and programs. Sufficient appropriations are included in the Fiscal Year 2022-23 Budget and will be included in future fiscal year budget requests.

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

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

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

Joseph Carruesco, Director of Human Resources  
Olivia Byron-Cooper, Interim Director, Health and Human Services Agency