



## Legislation Text

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**File #:** 12-0926, **Version:** 1

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Health and Human Services Agency and Human Resources Department, recommending the Board adopt Resolution **136-2012** to:

- 1) Establish a job class number, salary schedule and bargaining unit for the Merit System Services classifications of Information Services Supervisor, Staff Services Specialist, Staff Services Analyst III, Supervising Staff Services Analyst and Principal Staff Services Analyst; and
- 2) Amend the County's Authorized Personnel Allocation for the Health and Human Services Agency to add 1.0 FTE Staff Services Specialist, delete 1.0 vacant FTE Office Assistant III, add 1.0 FTE Information Systems Supervisor, delete 1.0 vacant FTE Information Technology Department Coordinator, add 1.0 FTE Supervising Staff Services Analyst and delete 1.0 FTE Senior Staff Services Analyst.

**FUNDING:** 85% Federal/State, 15% County match met primarily with Realignment.

**Fiscal Impact/Change to Net County Cost:**

There is no Net County Cost associated with the addition of these classifications to the County salary schedule. The estimated annual cost of the Staff Services Specialist position, including salary and benefits, is \$71,612 and is approximately \$17,000 more than the cost of the Office Assistant III position. The estimated annual cost of the Information Systems Supervisor position, including salary and benefits, is \$99,603 and is approximately \$11,000 more than the annual cost of the Information Technology Department Coordinator position. The proposed salary of the Supervising Staff Services Analyst is equivalent to the Senior Staff Services Analyst. Sufficient Federal/State and Realignment funding for these positions is available within the Agency's FY 2012/13 Budget.

**Background**

In September 2011, Merit System Services (MSS) began a job analysis project for their Staff Services classification series. The study resulted in the new Staff Services classifications of Staff Services Specialist, Staff Services Analyst III, Supervising Staff Services Analyst and Principal Staff Services Analyst. The Staff Services Specialist classification performs technical administrative support work which includes the coordination of various administrative services, functions, and/or program activities and is comparable to the County classification of Administrative Technician. The Staff Services Analyst III classification is assigned lead or advanced journey level analytical duties while the Supervising Staff Services Analyst may supervise a group of subordinate professional (analyst) staff and may also supervise other support employees (e.g., technicians and clerical). The Principal Staff Services Analyst differs from the other Staff Services classifications as it is designed to address the more advanced and complex analytical work associated with managing and administering one or more department-wide staff functions such as fiscal analysis, personnel, staff development, or program analysis. The addition of these new classifications to the County salary schedule will allow for future flexibility for the departments that use MSS classifications.

**Reason for Recommendation**

The Health and Human Agency (HHA) is recommending changes within the administrative unit in an effort to streamline and improve administrative functions across its four divisions. The

administrative unit provides oversight of three clerical support units, contract administration, personnel actions, staff development, information technologies, system support and facilities. The deletion of 1.0 Office Assistant I/II/III and the addition of 1.0 Staff Services Specialist is necessary to provide technical administrative support across the Agency's four divisions and allow for coordination of facility activities, safety programs, and telecommunications set up and repair Agency wide. Currently Information Technology (IT) functions and staff are directly supervised by an Administrative Services Officer (ASO) who also has responsibility for facilities and clerical support units, representing approximately thirty employees. The deletion of the 1.0 IT Department Coordinator and addition of a more appropriate Merit System position of 1.0 Information Systems Supervisor will allow for technical supervision of the Agency's seven IT staff and will enable the ASO to focus attention on overall IT, clerical and facility functions.

The Agency is also recommending 1.0 Sr. Staff Services Analyst position be deleted and a 1.0 Supervising Staff Services Analyst be added to the Agency's approved personnel allocation as the Senior Staff Services Analyst classification is no longer used by MSS.

**Action to be taken following Board approval:**

Board Chair to sign resolution and forward to Human Resources for implementation.

**Contact:**

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