



Legislation Text

File #: 14-1400, **Version:** 1

Health and Human Services Agency (HHSA) recommending the Board consider the following:

- 1) Approve and authorize the County to Transition the Merit System Services (MSS) classifications in the Administration and Finance division of HHSA (Division 45) to County classifications in order to create consistency and equity for the HHSA Division 45 employees. Employees will be removed from MSS and transitioned to County classifications with the same duties as they are currently performing with no current change in compensation. The removal from MSS and the transition of MSS classifications to County classifications will take effect the first full pay period following Board approval;
- 2) Approve and authorize the Chair to sign the attached Assurance and Certification document from Human Resources certifying the County of El Dorado agrees to perform all actions and support all intentions to comply with the six federal principals of the Intergovernmental Personnel Act of 1970, agreed to audits by CalHR regarding the manner of administering the personnel system for those classifications as used in grant-in-aid programs and maintain records of operations of its personnel management system and related human resources records in accordance with the county policy on records retention;
- 3) Authorize the Chair to sign Resolution **191-2014**, amending the position allocations as a result changing from MSS Classifications to County Classifications; and
- 4) Assign the Supervising Staff Services Analyst, the only allocated incumbent in this classification in the Administration and Finance division of HHSA, to the County classification of Sr. Department Analyst, in the Supervisory (SU) bargaining unit pending a future evaluation of the Department Analyst series as part of a classification study.

Funding: No additional costs are associated with the changes.

Fiscal Impact/Change to Net County Cost

There are no associated wage changes with the transition of HHSA Division 45 employees from MSS classifications to County classifications. The transition of MSS classifications to County classifications will take effect the first full pay period following Board approval.

Background

The creation of the HHSA resulted in the consolidation of fiscal and administrative positions from the former Human Services, Public Services and Mental Health Departments into Division 45. HHSA Division 45 currently has employees in both County and MSS classifications that perform the same duties under separate systems, which can result inequities, such as: different minimum qualifications for hiring and promoting to the next level in a classification series; operating two separate systems of seniority, and different standards, rules and processes to address discipline and other personnel actions. On July 1, 2014, HHSA received approval from CalHR to administer its own approved local merit system thus removing employees in HHSA Division 45 from MSS and transitioning the MSS classifications to County classifications. The MSS classifications that are transitioning to County Classifications have the same duties, level of compensation and the same bargaining unit affiliations with the exception of a single incumbent. The incumbent in the MSS classification, Supervising Staff Services Analyst will be transitioned to the equivalent County classification, Sr. Department Analyst.

The current incumbent receives 16 hours of Supervisory Leave for being in the Supervisory (SU) bargaining unit. The Sr. Department Analyst classification is in the Professional (PL) bargaining unit and does not receive any additional leave. In order to provide the incumbent with an equal level of total compensation, it is recommended that the incumbent in the Administration and Finance division of HHSA transitioning to the County classification of Sr. Department Analyst assigned to the Supervisory (SU) bargaining unit. The Department Analyst series will be re-evaluated with a classification study to determine the proper bargaining unit. HHSA and Human Resources have collaborated to accomplish the administrative processes necessary to complete this transition upon approval of the Board of Supervisors.

Reason for Recommendation

Approval and authorization by the Board to allow Human Resources and HHSA to transition employees in HHSA Division 45 from MSS classifications to County classifications will allow:

- All HHSA Division 45 employees to meet the same criteria for hiring and to qualify for promotions;
- All HHSA Division 45 employees with the same duties to have the same classification;
- All HHSA Division 45 employees to fall under the same standards, rules and process addressing discipline and other personnel actions;
- All HHSA Division 45 employees seniority to include time served in Merit classifications within El Dorado County.

It is anticipated that a classification study will address some issues within the Department Analyst series. The incumbent in the Supervising Staff Services Analyst position will be transitioned to the Sr. Department Analyst classification and assigned to the Supervisory (SU) bargaining unit as a means to provide equal compensation prior to the completion of a classification study.

The transition of MSS classifications to County classifications will take effect the first full pay period following Board approval.

Clerk of the Board Follow Up Actions

1. Clerk of the Board to obtain the Chair's signature on the two (2) originals of the Assurance and Certification document and forward one original to HHSA.
2. Clerk of the Board to obtain the Chair's signature on the Resolution and forward a copy to HHSA.

Contact

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Concurrences

County Counsel, Chief Administrative Officer, Human Resources