



Legislation Text

File #: 14-1625, **Version:** 1

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

- 1) Approve the reclassification of two (2) Merit System Services (MSS) Office Assistant III positions in the Health and Human Services Agency to the MSS classification of Services Support Assistant III;
- 2) Waive the requirement for filling the upgraded position through a competitive examination process allowing the current incumbents to be appointed to the position; and
- 3) Adopt Resolution **002-2015** establishing the salary schedule and bargaining unit for the MSS classification of Services Support Assistant I/II, and Services Support Assistant III and amend the Authorized Personnel Allocation Resolution No. 067-2014 for the Health and Human Services Agency by deleting two (2) FTE Office Assistant III and adding two (2) FTE Services Support Assistant III.

FUNDING: Federal, State and County required match utilizing Social Services Realignment Funding.
Fiscal Impact/Change to Net County Cost

There is no impact to Net County Cost for this item. The anticipated increase in cost for the reclassification is \$12,466 annually for the two reclassified positions. Sufficient funds have been included in the FY 2014/15 budget, and will be included in future year budgets.

Background

Merit System Services (MSS) initiated a study of their Data Entry Operators classification and included employees in other MSS positions that were assigned to Medi-Cal Eligibility Data System (MEDS) clerical duties. The existing Data Entry Operator classification series is outdated and MSS plans to abolish this classification. Because different counties use a variety of classifications to perform MEDS clerical duties, MSS wanted to include those employees in the study to determine if their existing classification is appropriate or if there is another more appropriate classification that would better suit their duties. MSS developed the new MSS classification series, Services Support Assistant, to replace the Data Entry Operator series. The average annual cost of one reclassified position from an Office Assistant III to a Services Support Assistant III is approximately \$6,233.

Reason for Recommendation

The MSS study included two (2) positions within El Dorado County's Health and Human Services Agency (HHSA) that were identified as performing MEDS clerical duties. Along with the study of the positions, Position Description Questionnaires (PDQ) were completed by the incumbents in said positions. Based on the results of the study and PDQ's, MSS recommended that both positions be reclassified from Office Assistant III to Services Support Assistant III. Additionally, in accordance with the El Dorado County Personnel Rules, Resolution 015-2014, Part 306.1, the appointing authority is recommending that the examination process for promotion to fill this higher position be waived, and the two (2) incumbents continue in their positions at the appropriate step of the salary range for the new classification.

In order to accommodate future recruitments within this class series, it is also being recommended

that the salaries for the flexibly-staffed Services Support Assistant I/II be adopted as well. The average annual cost difference between an Office Assistant I and II, and a Services Support Assistant I and II are approximately \$3,793 and \$4,192, respectively.

Clerk of the Board Follow Up Actions

Provide Human Resources and the Health and Human Services Agency each with one (1) copy of the resolution signed by the Chair.

Contact

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