



## Legislation Text

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**File #:** 18-0882, **Version:** 1

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Human Resources Department and Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution **115-2018** to:

- 1) Amend the authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 0.7 FTE Public Health Nurse I/II allocation and delete 0.7 FTE Registered Nurse allocation;
- 2) Approve the upward reclassification of one (0.7 FTE) Registered Nurse position to the classification of Public Health Nurse I/II;
- 3) Waive the requirement for filling the Public Health Nurse I/II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules;
- 4) Authorize the incumbent be placed at the II-level of the Public Health Nurse I/II and at step 4 of the salary range; and
- 5) Direct that the above change be added to the Fiscal Year 2018-19 Position Allocation Schedule.

**FUNDING:** Federal and State Funding.

### **DEPARTMENT RECOMMENDATION**

Human Resources Department and Chief Administrative Office recommending the Board approve and authorize the Chair to sign Resolution **115-2018** to:

1. Amend the authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 0.7 FTE Public Health Nurse I/II allocation and delete 0.7 FTE Registered Nurse allocation.
2. Approve the upward reclassification of one (0.7 FTE) Registered Nurse position to the classification of Public Health Nurse I/II.
3. Waive the requirement for filling the Public Health Nurse I/II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.
4. Authorize the incumbent be placed at the II-level of the Public Health Nurse I/II and at step 4 of the salary range.
5. Direct that the above change be added to the Fiscal Year 2018-19 Position Allocation Schedule.

Concluding a thorough review of practice scope, job classification essential functions, and case management requirements of the target population, Health and Human Services Agency staff fully concur and endorse the CAO recommendation as stipulated.

### **DISCUSSION / BACKGROUND**

The Human Resources Department received a request from the Director of Health and Human Services Agency during mid FY 2015 to conduct a classification study of a Registered Nurse position (encumbered by Carolyn Vaughan) believed to be working out of class as a Public Health Nurse. Although the reason is unclear, the classification study was not initiated. Instead, the evaluation of Ms. Vaughan's position was delayed and reviewed within the scope of the County-wide classification

study. The recommendation from the County-wide classification study confirmed the Director of Health and Human Services Agency's request that the incumbent is working above her current classification, and therefore should be reclassified to a Public Health Nurse II classification.

The Human Resources Department is currently working on the implementation of the County-wide classification study; however, given the lengthy delay of this request, this position is being recommended for consideration in advance of the other classification changes in the Health and Human Services Agency.

The Human Resources Department engaged the Director of Health and Human Services Agency and the Deputy Director of the Public Health Division to understand when and why the changes to this position occurred which resulted in the position working out of class.

During the transition of the Multipurpose Senior Services Program (MSSP) to Public Health, initiated July 1, 2015, an analysis of program staffing patterns was conducted which brought to light a discrepancy in the credentialing requirements for the nursing position within MSSP. The scope of practice for in-community complex nursing case management was identical to all other nursing case management positions within Public Health at the Public Health Nurse level. Given this, and the fact the incumbent has the required certification of a Public Health Nurse, the position's duties and responsibilities were adjusted consistent with the practice scope and essential functions as outlined in the current Public Health Nurse I/II class specification. It is the recommendation of Human Resources that this position be reclassified to Public Health Nurse II.

- *The incumbent is currently at step 5 of the salary range; Human Resources is requesting that the incumbent be placed at the II-level of the Public Health Nurse I/II and at step 4 of the salary range.*

Reclassifications (allocation changes) - In cases of upward reclassifications, incumbents are not automatically upgraded when their positions are, and instead must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources by way of the Personnel Rule 306.1. The Director of Human Resources recommends waiving such as the incumbent herein meets the following conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:

- i. The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
- ii. The incumbent has been in the position and has performed the upgraded class duties for the length of the probationary period of the new class.
- iii. The incumbent meets the minimum qualifications of the new classification.

*Upon Board approval, all conditions under Personnel Rule 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling the position through a competitive examination process, allowing the current incumbent to be appointed to the position in which they are currently performing the duties of the reclassified classification. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.*

## **ALTERNATIVES**

The Board could choose not to adopt and approve any of the recommendations listed herein and request that revisions be made or wait until the Health and Human Services Agency is brought before the Board in the County-wide class study implementation.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel, Health and Human Services Agency (HHSA)

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

The total increase as a result of this upward reclassification will be approximately \$4,600 annually. The position allocation change recommended above is not currently reflected in the FY 2018-19 Recommended Budget due to timing. If approved, the recommended allocation change will be reflected in an amended Position Allocation Schedule that will be presented to the Board for approval following the release of the FY 2018-19 Recommended Budget.

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

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

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

Tameka Usher, Director of Human Resources