



Legislation Text

File #: 20-1350, **Version:** 1

Human Resources Department and Health and Human Services Agency recommending the Board:

- 1) Approve and adopt the re-established Health and Human Services Agency department-specific class specification: Chief Assistant Director, Health and Human Services Agency;
- 2) Approve and adopt the revised Human Resources department-specific class specification: Principal Human Resources Analyst;
- 3) Adopt and authorize the Chair to sign Resolution **162-2020** to:
 - a) Approve the JCN, bargaining unit, and salary range for the re-established classification of Chief Assistant Director, Health and Human Services Agency; and
 - b) Approve the Health and Human Services Agency allocation changes to delete 1.0 FTE Assistant Director of Administration and Finance and add 1.0 FTE Chief Assistant Director, Health and Human Services Agency.

FUNDING: N/A

DISCUSSION / BACKGROUND

Health and Human Services Agency

Currently, HHSA has a vacant Assistant Director of Administration & Finance position, which has responsibility for planning, organizing, coordinating, and directing the Agency's administrative and financial related functions. Prior to this last year, the Chief Financial Officer and a Deputy Director had responsibility for the fiscal and administrative aspects of the division, and both reported directly to the Assistant Director of Administration & Finance.

As a result of the County Human Resources centralization efforts undertaken during this last year, HHSA has reduced the scope of its administrative functions and staffing, and no longer requires a Deputy Director position to oversee those functions. In addition, the Chief Financial Officer position now reports directly to the Director of HHSA.

As the Agency continues to move towards greater efficiencies, the Director is now requesting to delete the position of Assistant Director of Administration & Finance and add the position of Chief Assistant Director, Health & Human Services.

This Chief Assistant Director position has existed within HHSA in the past and the Director of HHSA has identified the business need for a Chief Assistant Director position once again. This position will primarily be responsible for assisting with the development, implementation, oversight, and evaluation of all HHSA programs, services, and functions. In addition, the Chief Assistant Director would be responsible for managing the day-to-day activities of the Agency through subordinate managers. This would provide the Director with the necessary time to focus on building the capacity of the Agency's leaders, working more with the staff members on building a strong culture within the Agency, and engaging in the Agency's next strategic plan.

Human Resources 1) updated the old (abolished) class specification to industry standards in order to ensure the tasks listed are reflective of what will be required of this single-position classification, and 2) is recommending a new salary range for Board approval.

Human Resources

The Human Resources Department was granted a 1.0 FTE Principal Human Resources Analyst allocation at the request of other department heads within the County. The purpose of the position will be to provide organizational development and training services on a County-wide basis. Among other tasks, this position will formulate, recommend, and implement County-wide training policies and procedures; plan, design, coordinate, present, and/or facilitate employee training, orientation, education, and employee staff development programs; evaluate the effectiveness of training programs; assist departments in the assessment of staff training and learning needs; consult with and advise departmental managers in formulating training plans and requests for special training programs; and provide instruction to all levels of the organization.

In anticipation of such, the Principal Human Resources Analyst class specification has been updated to reflect such duties/tasks as well as the applicable knowledge and abilities needed to perform said duties/tasks.

ALTERNATIVES

The Board could choose not to adopt the re-established class specification and its corresponding salary and/or not adopt the revised class specification, and direct Human Resources to conduct additional analysis or make further revisions.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Health and Human Services Agency

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The revised Human Resources department-specific class specification of Principal Human Resources Analyst will have no financial impact.

The addition of 1 FTE Chief Assistant Director, Health and Human Services Agency, and deletion of 1 FTE Assistant Director of Administration and Finance will have an approximate annual increased cost of \$32,000 to HHSA. The Agency will use the funding from the vacant Deputy Director position within its Administrative & Fiscal Division, to cover the majority of the funding necessary for the new Chief Assistant Director position. The difference between the two, will be paid out of salary savings within the Agency's Administrative & Fiscal Division during this current fiscal year, and will be budgeted at the beginning of Fiscal Year 2021-22.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board approval, please provide a copy of the fully executed Resolution to Katie Lee in Human

Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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