



Legislation Text

File #: 22-0211, **Version:** 1

Human Resources Director recommending the Board consider appointing Daniel Del Monte as Acting Director of Health and Human Services, at Step 4 of the salary range (\$100.93/hour), effective February 1, 2022 until the date the incumbent Director of Health and Human Services returns to such duties from leave, or until earlier terminated as Acting Director by subsequent action of the Board of Supervisors.

FUNDING: General Fund with reimbursement by Health and Human Services Agency state and federally-funded programs through an Indirect Cost Rate.

DISCUSSION / BACKGROUND

Health and Human Services Director Don Semon has been out of the office on approved leave since December 29, 2021. The Human Resources Director received notification that Mr. Semon would require his leave be extended at least to February 1, 2022. Although it is hoped that Mr. Semon will be able to return soon, it was deemed prudent to recommend appointment of an Acting Director of Health and Human Services in the event that the temporary vacancy continues beyond this date.

Salary and Benefits Resolution 016-2022 (Unrepresented Employees) allows for acting assignments in several circumstances. One such circumstance, which is applicable to the current situation, is: "In an exceptional circumstance, when a vacancy does not exist but an employee has been assigned to perform duties which exceed the scope of the employee's classification."

All acting assignments are subject to certain provisions, including:

- a) Requests for acting assignments shall be made in accordance with Personnel Rule 1002, Requests for Personnel, and approved in advance by the Director of Human Resources.
- b) The nature of the assignment shall be such that the employee in the lower classification becomes fully responsible for the duties of the position of the higher classification.
- c) An employee selected for an acting assignment must meet the minimum qualifications for the higher classification. This determination shall be made by the Director of Human Resources prior to the commencement of the acting assignment.

The provisions outlined in the Salary and Benefits Resolution have been satisfied. It is noted that the Director of the Health and Human Services Agency is appointed by the Board of Supervisors. As such, any Acting assignments for this position are subject to Board appointment as the relevant appointing authority. The effective date is accordingly the date of Board appointment

If approved by the Board, Mr. Del Monte's acting appointment will continue until such time as Mr. Semon's leave ends and he resumes his duties. Per the Salary and Benefits Resolution, Mr. Del Monte would assume full responsibility for the duties of the Director of Health and Human Services position effective February 1, 2022 until Mr. Semon's return. Mr. Del Monte will receive compensation at Step 4 of the salary range for the Director of Health and Human Services until the end of the assignment. The Board may also terminate the acting assignment at any time prior to Mr. Semon's return from leave if it chooses to do so.

ALTERNATIVES

The Board could choose not to make the recommended appointment.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Health and Human Services Agency, Human Resources

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no financial impact to the Acting Director of Health and Human Services appointment as the anticipated additional cost for the appointment will be covered by savings within the department.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director
Human Resources