



## Legislation Text

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**File #:** 23-0475, **Version:** 1

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Human Resources Department recommending the Board approve and adopt the revised Health and Human Services Agency department-specific class specification of Assistant Director of Human Services.

**FUNDING:** N/A

### **DISCUSSION / BACKGROUND**

At the request of the Health and Human Services Agency (Agency), Human Resources has reviewed and is recommending updates to the class specification of Assistant Director of Human Services to accurately reflect the organizational assignments and current structure of the Agency. Additionally, the class specification is being reformatted to reflect the current class specification standards, as the classification had previously not been reviewed or updated since 2004. As part of the revision, the following education and experience introductory statement has been added consistent with other classifications throughout the County to attract a larger, yet still qualified applicant pool:

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

### **ALTERNATIVES**

The Board could choose not to approve the revised job classification and direct Human Resources to explore other options or revisions.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Health and Human Services Agency

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

There is no direct financial impact to updating the class specification.

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

None.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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