

October 25, 2018

Connie Beck, Director of Health and Human Services  
Humboldt County Department of Health and Human Services  
929 Koster Street  
Eureka, CA 95501

Dear Director Beck:

This letter is in response to your department's request to review the duties of Cindy Hammers, Staff Services Analyst III. This position was previously part of an Interagency Merit System Services (MSS) system-wide study of the Staff Services series in 2013. The position was vacant at the time of the MSS study (previously held by Yvonne Winter). At that time, the department had a proposed reorganization request which included adding a Supervising Staff Services Analyst for Employee Services. Because of the pending reorganization proposal, the recommendation from MSS was conditional on the outcome of the proposed reorganization adding a Supervising Staff Services Analyst. If the Supervisor was approved, MSS recommended classifying the position as a Staff Services I/II because the higher-level duties would be moved to the Supervisor. If the Supervisor was not added, the MSS recommended reclassifying the position to a Staff Services Analyst III, because the position would continue to perform the higher-level duties but would not be performing any supervision. That reorganization did not take place, so this position was allocated at the Staff Services Analyst III level.

The incumbent completed a County of Humboldt Job Analysis Questionnaire (JAQ) in July 2018. This county JAQ is similar to the MSS Position Description Questionnaire (PDQ) used in class studies. I reviewed Ms. Hammers' duties using the July 2018 JAQ. The duties are summarized as follows:

- Supervision - reviewing the work of assigned staff (three Staff Services Analysts I/II and one Staff Services Specialist), providing recommendations on next steps, training, approving time off, conducting performance management meetings, provide back-up to Payroll/Personnel Supervisor, etc. **(30%)**
- Discipline – advising and consulting with supervisors and managers, preparing notices of intent to discipline and explaining the Skelly process with employees. Work with Employee Services Deputy Director to schedule Skelly hearings and preparing final disciplinary notices, provide back-up to the Employee Services Deputy Director to attend Skelly hearings and other administrative meetings, as needed **(35%)**
- Complaint investigation – conducting investigations related to harassment, bullying, compliance, behavior and civil rights, etc.; conducting interviews, preparing reports and making recommendations for discipline and/or closure; responding to DFEH and EEOC **(15%)**

- Leave management – administering leave, meeting with employees, meeting with supervisors and manager on leave status, ADA coordination, etc. **(10%)**
- Other related duties – Grievance, mediation and Labor Management meetings, etc. **(10%)**

The duties above appear to be beyond the scope of the Staff Services Analyst III classification and should be assigned to the Supervising Staff Services Analyst. The classification specification for the Supervising Staff Services Analyst defines the duties as being “responsible for providing first level supervision over professional staff engaged in general administrative, personnel, staff development, fiscal, and/or program analytical work. In addition to the supervisory responsibilities, incumbents typically handle the most difficult and sensitive analytical work in their assigned work unit and performs related duties as assigned”. Because of the nature of these duties, I would recommend that this position be designated as confidential.

Please let me know if you have any questions or wish to discuss this recommendation.

Sincerely,



Karen Rodriguez  
MSS Senior Consultant

Cc: Yvonne Winter, Humboldt County HHS, Employee Services  
Humboldt County Department of Human Resources