



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: November 14, 2019

To: Connie Beck, Director of the Department of Health and Human Services

From: Human Resources Department

Subject: Classification Review Request – Allocate One (1) Deputy Branch Director (M/C) and Two (2) Program Manager II (M/C)(MSS) Positions in Budget Unit 508

On February 13, 2018, California Attorney General, Xavier Becerra, obtained a stipulated judgment against Humboldt County's Department of Health and Human Services – Child Welfare Services division and the Humboldt County Sheriff's Office, filed under Case No. CV180143. On September 6, 2019, you received a letter from CPS HR recommending allocating new Merit System Services (MSS) positions of Program Manager II (M/C) within Social Services in budget unit 508 – Child Welfare Services (CWS). Additionally, on September 26, 2019, you received a letter from CPS HR recommending allocating a new position of Deputy Director, which is the equivalent to the County classification of Deputy Branch Director (M/C), within Social Services in budget unit 508 – Child Welfare Services (CWS).

In speaking with the DHHS-Employee Services division about this request for a total of three (3) new allocations in BU 508 – CWS, it was expressed that these new allocations would support the corrective actions laid out in the California Attorney General's February 13, 2018 stipulated judgment and promote compliance with the Child Abuse and Neglect Reporting Act (CANRA).

Based on the February 13, 2018 stipulated judgment, the September 6, 2019 and September 26, 2019 letters from CPS HR, and the information provided to Human Resources by the DHHS-Employee Services Division regarding this request, Human Resources recommends the proposed allocations of one (1) Deputy Branch Director (M/C) position and two (2) Program Manager II (M/C) (MSS) allocations in BU 508.

You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

“That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Deputy Branch Director (M/C) (salary range 539, class 0931, unit 08) in budget unit 508 effective the pay period following Board approval.
2. Approve the allocation of two full-time (1.0 FTE) Program Manager II (M/C) (MSS) (salary range 515, class 0750, unit 08) in budget unit 508 effective the pay period following Board approval.

If you have any questions, please feel free to contact Human Resources at 707-476-2349.

Attachment: February 13, 2018 Attorney General Stipulated Judgment Against Humboldt County
September 6, 2019 CPS HR Letter – Program Manager II Position (MSS) Allocations
September 26, 2019 CPS HR Letter – Deputy Director Position Allocations
Job specification for Deputy Branch Director
Job specification for Program Manager II (MSS)

cc: Yvonne Winter, Deputy Director of DHHS – Employee Services