



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-5

For the meeting of: February 14, 2017

Date: January 24, 2017

To: Board of Supervisors

From: Connie Beck, Director *CB*
Department of Health and Human Services

Subject: Reallocate one (1) full time equivalent (FTE) Senior Medical Office Assistant position in budget unit 415 to one (1) full time equivalent (FTE) Health Program Coordinator position in budget unit 415.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Reallocate the Senior Medical Office Assistant position (class 0575, salary range 345, position 01) currently occupied by Linda Sinclair in budget unit 415 to Health Program Coordinator (class 0540, salary range 368) and reclassify Ms. Sinclair accordingly; effective the beginning of the bi-weekly pay period following approval.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

Per the request of Department of Health and Human Services (DHHS), Human Resources (HR) conducted a classification review of the Senior Medical Office Assistant position currently occupied by Ms. Sinclair. The purpose of the review was to determine if the position occupied by Ms. Sinclair was appropriately

Prepared by Yvonne Winter, Deputy Director - ES CAO Approval *E. C. Hayes*

REVIEW: Auditor *nl* County Counsel _____ Personnel *nl* Risk Manager _____ Other _____

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Sundberg

Ayes Sundberg, Fennell, Bass, Bohn, Wilson

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Feb. 14, 2017

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

classified. Ms. Sinclair's position as Senior Medical Office Assistant has evolved significantly since originally promoting the position in the Public Health outstation in Crescent City under the Women, Infant, and Children (WIC) nutrition program. Ms. Sinclair performs outreach to community partners regarding program services and operations, organizes program events, processes applications for benefits and coordinates needed services, consults with clients regarding program benefits, reviews and implements changes to the WIC program, and directs and reviews the work of assigned staff.

Based upon the information obtained during the job classification review, HR has made the determination that the duties Ms. Sinclair performs fit within the scope of duties of a Health Program Coordinator.

FINANCIAL IMPACT:

The reclassification of the position of Senior Office Assistant to Health Program Coordinator for the remainder of fiscal year (FY) 2016-17 is calculated to cost an additional One Thousand Five Hundred and Fifteen Dollars (\$1,515.00) in salaries and benefits. The position resides in fund 1175, budget unit 415 – Women, Infants, and Children (WIC). There are sufficient salary savings in fiscal year (FY) 2016-17 to cover the additional expenses of the reclassification.

Approving this reallocation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

County Human Resources Classification Review Report



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

Date: January 18, 2017

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

From: David Gauthier, Human Resources Analyst II

Subject: Classification review of Linda Sinclair, Senior Medical Office Assistant

At your request, the Human Resources Department conducted a classification review of the Senior Medical Office Assistant position currently occupied by Linda Sinclair. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

Currently, Linda Sinclair performs her duties as Senior Medical Office Assistant in the Public Health outstation in Crescent City under the Women, Infant, and Children (WIC) nutrition program. Based upon review of the Job Analysis Questionnaire prepared by Linda Sinclair and her immediate supervisor Mary Wheeler and submitted by your department on October 11, 2016, and Human Resource's subsequent interviews with Linda Sinclair, the Human Resources Department has determined that the Senior Medical Office Assistant position currently occupied by Linda Sinclair is not appropriately classified. Furthermore, the Human Resources Department recommends that her position be reallocated as Health Program Coordinator.

During the course of the classification study it became evident that Linda Sinclair has been performing duties beyond the scope of Senior Medical Office Assistant. Ms. Sinclair's position as Senior Medical Office Assistant has evolved significantly since originally promoting to the position. The impetus for the expansion of Ms. Sinclair's responsibilities and duties is due to the level of independence and flexibility necessary to work in the remote Crescent City office combined with increasing responsibilities within the WIC program itself. Currently, Ms. Sinclair performs outreach to community partners regarding program services and operations, organizes program events, processes applications for benefits and coordinates needed services, consults with clients regarding program benefits, reviews and implements changes to the WIC program, and directs and reviews the work of assigned staff. After reviewing the completed questionnaire and current job specification for Senior Medical Office Assistant, it became clear that Ms. Sinclair is working out of class. Upon examining existing County job classifications, Human Resources has determined that Health Program Coordinator is the appropriate classification for Linda Sinclair.

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

“That the Board of Supervisors:

1. Reallocate the Senior Medical Office Assistant position (class 0575, salary range 345, position 01) currently occupied by Linda Sinclair in budget unit 415 to Health Program Coordinator (class 0540, salary range 368) and reclassify Ms. Sinclair accordingly.

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for Health Program Coordinator, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for Health Program Coordinator.

cc: Linda Sinclair
Mary Wheeler
Yvonne Winter

HEALTH PROGRAM COORDINATOR

DEFINITION

Under general supervision, coordinates office and field activities for a specified public health care program; provides direct client service and assists with the maintenance of regional records and reports; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a skilled administrative and support class that coordinates and implements specialized health care programs. Incumbents typically perform the outreach and education component of the program, determine eligibility of participants, counsel and provide direct service to clients, maintain records and assist in the preparation of detailed reports. This class is distinguished from Senior Health Program Coordinator in that the latter develops program policy and has direct supervisory responsibility.

EXAMPLES OF DUTIES (Illustrative Only)

- Informs potential clients, providers, and the public regarding the program; presents information in public meetings and explains services offered by the program, application procedures and eligibility requirements.
- Contacts potential service providers and explains the nature of the program; elicits provider support and participation.
- Publicizes program by writing public service announcements, flyers and articles for newspapers; prepares promotional program literature such as brochures, forms, community newsletters and other materials.
- Assists in interpreting and reviewing federal, state, insurance and provider rules and regulations; assists in developing program policies and procedures.
- Determines eligibility for program participants by reviewing health and financial information of the applicants; maintains case files for program participants documenting eligibility, services received and other information required by the program grant agency; may participate in hearings and appeals.
- Counsels program participants in the specialized health care aspect of the program.

- Provides input into the budget process; prepares periodic and special reports of program activities; maintains and monitors program budgets and prepares statistical information required as part of the grant accounting process and for annual funding requests.
- Directs and reviews the work of assigned staff; assists in the selection of staff; establishes work and clinic schedules.

QUALIFICATIONS

Knowledge of:

Supervisory principles and practices, including work planning and evaluation and employee training and discipline.
Principles of budgeting and budget monitoring.
Techniques and principles of interviewing and counseling.
Community medical and social agencies and resources.
Basic concepts and terminology of nutrition, anatomy and physiology.
Basic medical screening and health assessment procedures and laboratory techniques.
Medical terminology and basic public health concepts.
Principles and practices of record keeping and report preparation.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of staff.
Utilizing community and governmental agency resources effectively to assist clients with health and other social needs.
Performing limited health screening, assessments and laboratory procedures.
Interviewing effectively and responding sensitively to the needs of people from a variety of minority groups and cultures, socio-economic groups and alternative lifestyles.
Exercising sound judgment and making appropriate recommendations and referrals.
Preparing clear, concise and complete documentation, reports, and other written correspondence.
Maintaining organized and accurate client and other records.

Health Program Coordinator
Page Three

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in health services, education, social services or a related field and two years of experience in providing support and implementation assistance to public health or social services programs.