



COUNTY OF HUMBOLDT

For the meeting of: 3/5/2024

File #: 24-183

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of the Amended Job Specifications for Assistant Director - Health and Human Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended job specification of Assistant Director - Health and Human Services (class 0650) (attachment #1) effective immediately following Board adoption; and
2. Abolish the job classification of Assistant Director - Programs - Health and Human Services (class 0649) (attachment #2) effective immediately following Board adoption.

SOURCE OF FUNDING:

Funding to develop and implement the recommended actions is available through the General Fund, while funding for the position is available through state and federal programming through Department of Health & Human Services.

DISCUSSION:

The Department of Health & Human Services (DHHS) is requesting to condense the existing classifications of Assistant Director-Administration Health and Human Services and Assistant Director-Programs Health & Human Services into one classification, retitled to Assistant Director of Health & Human Services. Additionally, the department is requesting to adopt a revised job specification for this classification based on the recommendations of the 2019 Koff & Associates Classification & Compensation Study. If authorized, there would be no impact to the current incumbent.

Historically, the two Assistant Director positions were separated by programs vs administration, however the current intention behind these positions is for them to have any configuration of responsibilities where they might have oversight over a mix of both program and admin functions. The current Assistant Director oversees both administrative functions like employee services, information services, etc, and program functions like the Public Health Director. In addition, the DHHS Director also directly oversees program or branch functions like the Behavioral Health Director, for example. Having one job description allows more flexibility in what the assignment as are.

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

Approving the retitle and revised job specification to Assistant Director of Health & Human Services would have no financial impact. The salaries and benefits for the current incumbent were included in the approved county budget for fiscal year 2023-24 at 1.0 full

time equivalent.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Classifications)
Assistant Director - Programs	N/A	N/A	N/A	1

Narrative Explanation of Staffing Impact:

This item is abolishing the Assistant Director - Programs classification, and retitling the Assistant Director - Administration job specification, leaving only the Assistant Director - Health & Human Services. This item is making no change to the total number of actual positions allocated, so there is no change to the total FTE. Approving the deletion, retitle and revised job specification will allow DHHS more flexibility in the assignments and responsibilities of the Assistant Director position.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework priority of investing in county employees.

Core Roles: N/A

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the updated job classification for the Assistant Director - Health and Human Services classification.

ATTACHMENTS:

Attachment 1 - Job Classification Specification for Assistant Director - Department of Health and Human Services

Attachment 2 - Job Classification Specification of Assistant Director - Administration Health and Human Services

Attachment 3 - Job Classification Specification of Assistant Director - Programs Health and Human Services

Attachment 4 - 3/17/2024 Compensation Schedule

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A