



**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

Subject: Classification Review of Christine Messinger, Staff Services Analyst II (MSS)

On September 27, 2019, Christine Messinger, Staff Services Analyst II (MSS) completed a Position Description Questionnaire (PDQ), which was then reviewed by her supervisor, Heather Muller, Program Manager and by Paul Sheppard, Assistant Director – DHHS Administration, before being forwarded on to CPS HR for review. On October 1, 2019, oversight of Humboldt County Merit System Services (MSS) positions was transitioned from CPS HR to the California Department of Human Resources (CalHR), who was also involved in the review process. On October 17, 2019, CPS HR issued a Classification Study of the Staff Services Analyst II position held by Christine Messinger to DHHS.

Currently, Christine Messinger serves as a Staff Services Analyst II (MSS) position within the Department of Health and Human Services in the DHHS-Administration division. In the October 17, 2019 Classification Study, CPS HR indicates that Ms. Messinger's position has become more strategic and directive of the media group since 2018 and that she now provides advanced-level lead direction to others in the unit performing similar work. Ms. Messinger currently spends 25% of her time fielding incoming media inquiries and delegating related tasks; 25% of her time project managing production of all print and digital DHHS communications; 20% of her time delegating media inquiry work to staff and providing guidance to staff in the unit; 15% of her time updating, reviewing, and providing feedback to staff regarding DHHS website content; and 15% of her time providing status updates to her supervisor regarding project statuses and staff performance. Given the findings that Ms. Messinger performs complex and advanced analytical work in addition to having a lead worker role over other analytical staff, it is CPS HR's recommendation that Ms. Messinger be reclassified to a Staff Services Analyst III (MSS) position in DHHS-Administration.

At your request, the Human Resources Department reviewed the October 17, 2019 CPS HR Classification Study. Based upon the recommendations made by CPS HR, Human Resources has determined that the Staff Services Analyst II (MSS) position currently occupied by Christine Messinger is not appropriately classified. Based on the duties and responsibilities described above, Human Resources also recommends that Christine Messinger be reclassified to the more appropriate classification of Staff Services Analyst III (MSS) in DHHS-Administration.

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

“That the Board of Supervisors:

1. Approve the reallocation of the Staff Services Analyst II (MSS) (salary range 416, class 0391, unit 01) in budget unit 511 to Staff Services Analyst III (MSS) (salary range 431, class 0392, unit 01) in budget unit 511; effective the pay period following Board approval.”

Please include a copy of this report with your agenda item to the Board of Supervisors for informational purposes. Following Board approval, Christine Messinger will be reclassified.

Additionally, you will need to prepare a Personnel/Position Action Form along with a copy of the Board Order for Ms. Messinger to finalize the action. If you have any questions regarding this report please feel free to contact Human Resources at 707-476-2349.

Attachment: Job Classification for Staff Services Analyst I/II (MSS)
Job Classification for Staff Services Analyst III (MSS)
2019-10-17 CPS HR Classification Study of Staff Services Analyst II (MSS)

cc: Christine Messinger
Personnel File(s)
DHHS-Employee Services