



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-3

For the meeting of: February 14, 2017

Date: February 2, 2017
To: Board of Supervisors
From: Connie Beck, Director CB
Department of Health and Human Services
Subject: Allocate one Staff Services Analyst III (M&C) in Fund 1160, Budget Unit 511

RECOMMENDATION(S):

That the Board of Supervisors:
Approve the allocation of one full time equivalent (1.00 FTE) Staff Services Analyst III (M&C) (job class 0396, salary range 452) position in budget unit 511; effective immediately upon Board approval.

SOURCE OF FUNDING:

Social Services Funds

DISCUSSION:

Per the request of the Department of Health and Human Services (DHHS), Merit System Services (MSS) conducted a review of duties identified as a need in the department to bridge the gap of communication and collaboration between DHHS Programs, community partners and the Director of Health and Human Services. County Human Resources has reviewed the report from MSS and agrees with the recommendation.

Prepared by Yvonne Winter, Deputy Director - ES

CAO Approval

Handwritten signature of CAO

REVIEW:

Auditor [Handwritten Signature] County Counsel \_\_\_\_\_ Personnel [Handwritten Signature] Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

- X 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: [Handwritten Signature]
Kathy Hayes, Clerk of the Board

This position will be responsible for coordinating department-wide strategies for effective collaboration with community partners; informing and updating the County Administrative Office (CAO) and Board of Supervisors (BOS) of DHHS activities and efforts; collaborate with county departments and agencies to assure cross-functional projects align with countywide goals and objectives; and will report directly to the DHHS Director.

FINANCIAL IMPACT:

The annual salary and benefits associated with the request to allocate one full time equivalent (1.0) Staff Services Analyst III (M&C) (job class 0396, salary range 452) at step 1A is \$120,250. The overall estimated increase for the remaining 9 pay periods of the 2016-17 fiscal year is \$41,625. There are sufficient salary savings in fund 1160, budget unit 511 for fiscal year 2016-17. These costs will be incorporated into the county proposed budget in fiscal year 2017-18 and future years. Funding for this position is a combination of federal, state and realignment dollars. Approval of this position will not impact the general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by providing community-appropriate levels of service and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Merit System Services  
Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could not approve the recommendation. This is not recommended as this would leave DHHS without sufficient staff to carry out responsibilities such as communication and collaboration with community partners, county departments and agencies.

ATTACHMENTS:

Merit System Services letter dated January 26, 2017  
County Human Resources letter dated January 27, 2017



January 26, 2017

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 add one Staff Services Analyst III position within Humboldt County's Department of Health and Human Services (DHSS). This position will report to and support the DHHS Director.

The proposed duties of this position are as follows:

- Develop written materials and coordinating department-wide strategies for effective collaboration with community partners; develop and maintain relationships, make presentations and field inquiries, develop tools for better collaboration and coordinate department-wide response. 30%
- Supervise community liaison staff (analyst, program coordinator, outreach and peer support positions); includes providing training and instruction to subordinates, assigning projects, supporting efforts, providing feedback, monitoring and evaluating performance of staff. 25%
- Inform and update the CAO and BOS of DHHS activities and efforts, collaborate with county departments and agencies to assure cross-functional projects (training, regionalization, etc.) align with countywide goals and objectives. 15%
- Conduct department-wide studies and review materials to coordinate efforts to improve efficiency and service; support intra-DHHS relationships by ensuring staff have tools to understand programs in all branches, to work cooperatively and serve customers/clients/patients in an integrated manner. 15%
- Troubleshoot sensitive or difficult community partner or community member issues and/or complaints; work to resolve issues at the lowest level; ensure communication with counsel,



legislative representatives and other agencies regarding concerns is transparent. Assist with Public Records Act Requests and preparation of Board Agenda Items. 8%

- Attend applicable trainings, conferences, and meetings. 7%

Based on the duties identified, the appropriate classification for this position would be the Merit System classification of a Staff Services Analyst III. Once your department has approval from the Board of Supervisors to add this position, MSS will conduct a recruitment to fill this vacancy, at the county's request.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Karen Rodriguez".

Karen Rodriguez  
MSS Senior Consultant

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



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

**Date:** January 27, 2017  
**To:** Connie Beck, Director  
Department of Health and Human Services  
**From:** David Gauthier, Human Resources Analyst II  
**Subject:** Human Resources Report Regarding Merit System Services' Classification Study for Staff Services Analyst III

In January 2016, Merit System Services (MSS) initiated a classification review for a new position within the Department of Health and Human Services (DHHS). The position reports directly to the Director of DHHS and will be responsible for a wide variety of duties in support of DHHS administration. Upon completing the review, MSS determined that the appropriate classification for this position was Staff Services Analyst III.

The Human Resources Department has reviewed the report and agrees with its findings. Because the position reports directly to the Director of DHHS and is responsible for a wide range of high level administrative duties, the position should be allocated as Staff Services Analyst III (class 0396, salary range 452) under the Management and Confidential compensation plan.

You will need to prepare a report to the Board of Supervisors for the authorization to allocate this position as Staff Services Analyst III under the Management and Confidential compensation plan. For informational purposes, please include a copy of this report, along with a copy of the MSS classification study report dated January 27, 2016, 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.

cc: Yvonne Winter