



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C10

For the meeting of: July 10, 2018

Date: June 28, 2018

To: Board of Supervisors

From: Connie Beck, ^{CB} Director
Department of Health and Human Services

Subject: Allocate one (1) 1.0 full time equivalent (FTE) Staff Services Analyst III

RECOMMENDATION(S):

That the Board of Supervisors:

Allocate one (1) 1.0 FTE Staff Services Analyst III (class 0392, salary range 427) in budget unit (BU) 511 effective immediately upon approval.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

The Department of Health and Human Services (DHHS) Child Welfare Program requests one (1) 1.0 FTE Staff Services Analyst III to assist with analysis and reporting requirements related to the agreement with the California Attorney General's Office which will include studies for new programs related to Attorney General (AG) mandates. Tracking and reporting all data points related to Child Welfare System Improvements relative to the AG settlement. Working with the monitor approved by the AG to ensure we meet all areas of the agreement.

Prepared by Connie Hagquist, Staff Services Analyst

CAO Approval TLFR

REVIEW:

Auditor CB County Counsel _____ Human Resources LAB Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Fennell

- Ayes Bass, Fennell, Behn, Wilson
- Nays _____
- Abstain _____
- Absent Sundberg

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

Dated: 7/10/18

By:
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The costs associated with the allocation of one (1) 1.0 FTE Staff Services Analyst III (class 0392, salary range 427) in fund 1160, budget unit (BU) 511 at step 1A is \$52,803 for FY 2018-19. This position will be funded through federal and state allocations, grants and local funds. The approved budget for FY 2018-19 has sufficient appropriation to cover the increased costs due to funded vacancies. Approval of this position will not impact the general fund at this time.

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

OTHER AGENCY INVOLVEMENT:

Merit systems Services
Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Classification Review

June 18, 2018

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 within Humboldt County's Department of Health and Human Services to comply with an agreement with the California Attorney General's regarding timely responses to Child Welfare complaints.

The proposed duties of the Staff Services Analyst III position are as follows:

- Lead worker over other analysts: assigns work to lower level analysts, coordinates work assignments between analysts, schedules work assignments, monitors work, provides training and instruction, provides input for evaluations (50%)
- Conducts special studies for new programs related to Attorney General (AG) settlement mandates: contact for contracted monitor to facilitate AG settlement mandates, track all direct reports of suspected child abuse or neglect, track all cross reports of suspected child abuse or neglect, provide other county departments (as needed) with results of investigation upon its conclusion, implementation of electronic tool to make receive and track cross reports, update and maintain policy and procedures (35%)
- Coordinates department wide administrative activities: meets with managers to clarify data, resolve problems and prepare detailed reports/documents (15%)

Based on the duties that have been identified, this position would be appropriately classified as a Staff Services Analyst III. Once your department has approval from the Board of Supervisors to add these positions, CPS-HR will conduct a recruitment to create a list for the department to fill these vacancies. Please let me know if you have any questions.

Sincerely,



Karen Rodriguez
MSS Senior Consultant

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