



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

I-3

For the meeting of: June 27, 2017

Date: June 7, 2017

To: Board of Supervisors

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

*CS. for Connie Beck*

Subject: Employment and resolution of temporary retired annuitant as Deputy Health Officer in the Public Health Branch

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Dr. John Sullivan as a temporary retired annuitant Deputy Health Officer with the Department of Health and Human Services, Public Health Branch ("DHHS-Public Health") (budget unit 1175460), is necessary to fill a critically needed position and that Dr. Sullivan's employment as a temporary retired annuitant is needed before the California Public Employees Retirement System ("CalPERS") 180-day wait period has expired; and
2. Adopt the attached Resolution for an exception to the 180-day wait period and employment of Dr. Sullivan as a temporary retired annuitant Deputy Health Officer with DHHS-Public Health.

SOURCE OF FUNDING:

Public Health Fund

Prepared by Connie HagQuist, Staff Services Analyst II - ES CAO Approval

*E. Fennell*

REVIEW:

Auditor \_\_\_\_\_ County Counsel JJ Human Resources [Signature] 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 Sundberg Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Bass, Bohn  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent Wilson

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

Dated: June 27, 2017

By: [Signature]  
Kathy Hayes, Clerk of the Board

DISCUSSION:

Dr. John Sullivan has served as the Deputy Health Officer for DHHS-Public Health since March 2007, and will retire on June 30, 2017.

Maintaining continuity of services provided by the Deputy Health Officer is a critical need for the welfare of the County's clients and for the public health and safety of the community at large. In his capacity as the Deputy Health Officer, Dr. Sullivan serves as the County Medical Consultant for the California Children's Services ("CCS") Program, provides medical oversight for the Fetal Infant Mortality Review and the Childhood Death Review Teams, and stands in as the temporary Health Officer for the County in the event the County's Health Officer is unavailable.

Historically, positions requiring medical licensure have been difficult to recruit with associated staff retention issues, causing a shortage similar to the one presented here. DHHS has already posted an announcement for the position of Deputy Health Officer and is currently accepting applications. (See Attachment [ ].) It is the intent of DHHS-Public Health to continue Dr. Sullivan's employment as the Deputy Health Officer for a temporary period and once DHHS-Public Health is able to hire for this position, the extra help assignment for Dr. Sullivan would end.

Government Code sections 7522.56 and 21224 set forth limitations and conditions for hiring retired individuals who are part of CalPERS. In particular, subdivision (f)(1) of section 7522.56 states "[a] retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions: (1) The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar." Section 21224 states that the retired person may serve upon appointment by the appointing power where the retired person has specialized skills needed in performing work of a limited duration, not to exceed a combined total of 960 hours.

Because Dr. Sullivan's continued employment is necessary to fill a critically needed position, and given the requirements of section 7522.56 and 21224, DHHS-Public Health is requesting that your Board adopt the attached Resolution to ensure the continuity of services to the community. (See Attachment [ ].)

FINANCIAL IMPACT:

Dr. Sullivan would be hired into an existing job class with a designated wage assignment. Dr. Sullivan would provide medical consultation and oversight on a part-time basis. Under the 2015-2017 American Federation of State, County and Municipal Employees ("AFSME") contract, costs associated with this hire will not exceed \$65.86 per hour plus benefits. Funding for this assignment is available in the Maternal Child and Adolescent Health (MCAH) division of DHHS-Public Health.

The position of Deputy Health Officer resides in Fund 1175, Budget Unit 460 - Public Health Personnel, as a .50 Full Time Equivalent (FTE). The county budget for FY 2016-17 included the salary and benefits costs for this position at \$99,656. The proposed budget for FY 2017-18 includes the salary and benefits costs for this position at \$99,684. As the position will be filled with an extra help employee, there will be anticipated savings estimated at \$30,000 in FY 2017-18.

This agenda item and recommended actions supports the Board's Strategic Framework by investing in County employees and providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to adopt the Resolution regarding Dr. Sullivan's continued employment before the expiration of the 180-day wait period; however, this is not recommended as it will leave various programs within DHHS-Public Health without the appropriate medical oversight.

ATTACHMENTS:

Resolution for the exception to the 180-day wait period.

Human Resources recruitment flyer



**COUNTY OF HUMBOLDT**  
invites applications for the position of:

## **Deputy Health Officer**

**SALARY:** \$65.86 - \$65.86 Hourly

**OPENING DATE:** 05/12/17

**CLOSING DATE:** 06/16/17 11:59 PM

**DEFINITION:**

[For applicants living outside of Humboldt County, CA, please click here for important information.](#)

Under direction, assists the Health Officer in providing management and review for the medical component of designated Public Health programs; develops medical protocols and outlines and maintains standards of care for services provided through the Public Health Department; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class provides medical supervision and consultative direction to various programs and clinics of the Public Health Department and, in addition, may provide direct patient care. This class is distinguished from Health Officer in that the latter has overall management responsibility for public health programs and services, but may not have responsibility for the medical component of such programs.

**EXAMPLES OF DUTIES:**

- Plans, organizes and directs the work of professional and support staff in the provision of medical services.
- Participates in clinical and medical administrative and management decisions; provides consultation to other medical/nursing staff in both clinical and field operations.
- Provides medical consultation to a variety of health service programs including specialized services for women, children and adolescents, handicapped, and specialized at-risk groups.
- Assists in the development of medical protocol for medical and mid-level practitioners.
- Performs complete physical assessment of patients; reviews medical histories; conducts physical examinations; orders and conducts evaluation tests.
- Diagnoses medical problems and develops and implements treatment plans.
- Assesses community need for and participates in the development of specialized services for women, children, adolescents and others.
- Prepares and participates in public relations programs, including presentations to Community groups, related to the services and programs provides.
- Dictates or prepares written notes for client charts.
- Participates in the preparation of annual budgets; monitors expenses.
- Directs the maintenance of accurate records and files; prepares reports, correspondence and other written materials.
- Monitors developments in the medical field; recommends and implements changes to policies and procedures as required.

**QUALIFICATIONS:**

Knowledge of:

- Administrative principles and procedures, including work organization planning, budgeting and employee supervision.
- Procedures and methods of examination, evaluation and treatment and care of medical problems.
- Principles and practices of health maintenance and illness prevention and the effect of physical, social and emotional environment.
- Principles, techniques, instruments and equipment utilized in patient examination, diagnosis and treatment.
- Principles and techniques of medical history development and patient teaching and counseling.
- Community medical and social agencies and resources.
- Communicable and sexually transmitted diseases and methods of their control.

Skill in:

- Conducting complete physical assessments of patients, developing and implementing treatment plans and making appropriate referrals.
- Performing approved patient treatments, examinations, tests, specified laboratory procedures and administering medications.
- Applying teaching principles and providing patient education and counseling.
- Preparing and maintaining organized, detailed and accurate records of patient visits and findings.
- Exercising sound, independent judgment within established guidelines.
- Recognizing and respecting the impact of cultural differences on health care practices. Assessing abnormal health and behavior and developing effective treatment and referral plans.
- Following up on recommended treatment plans to ensure effective resolution of health and related problems.
- Establishing and maintaining effective working relationships with clinic staff, patients, families and community medical and social service agencies.

Other Requirements:

- Must possess a valid California driver's license.
- Must possess a valid license to practice medicine in the State of California issued by the Board of Medical Assurance.

Desirable Education and Experience:

- A typical way to obtain the knowledge and skills outlined above is: In accordance with Section 454 of the California Health and Safety Code, must be a graduate of a medical school in good standing and repute. In addition, must possess two years of experience in administrating, supervising, or providing direct medical care in a public health setting.

**ADDITIONAL INFORMATION:**

**CalPERS Retirement**

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

**Selection Procedure**

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

**Policy of Nondiscrimination**

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate

disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

### **How to Apply**

A complete, original application must be filed for each position you are interested in applying for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

To fill a vacancy, Human Resources furnishes the employing department with the names of those persons having the six highest scores on the appropriate employment list. Employment lists will remain valid for one year unless extended or shortened by the Board of Supervisors.

**MEDICAL EXAMINATION:** A pre-employment medical examination provided by the County will be required upon offer of employment.

**OTHER EXAMINATIONS:** Some positions also require psychological evaluation and/or extensive background investigation.

**LICENSES:** Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

**PROBATIONARY PERIOD:** Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

**EMPLOYMENT ELIGIBILITY:** It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

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**EEOC:**

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site.

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://www.humboldt.gov/hr>

Position #2016-610  
DEPUTY HEALTH OFFICER  
BP

825 5th Street, Room 100  
Eureka, CA 95501  
707-476-2349

[personnel@co.humboldt.ca.us](mailto:personnel@co.humboldt.ca.us)

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**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of June 27, 2017

RESOLUTION NO. 17-58

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT  
CODE SECTIONS 7522.56 & 21224**

**WHEREAS**, in compliance with Government Code section 7522.56, the Humboldt County Board of Supervisors must provide this certification resolution to the California Public Employees Retirement System ("CalPERS") when hiring a retiree before 180 days has passed since his/her retirement date; and

**WHEREAS**, Dr. John Sullivan (Employee ID#S1128) will retire from the Humboldt County Department of Health and Human Services as the Deputy Health Officer, effective June 30, 2017; and

**WHEREAS**, section 7522.56 requires that Dr. Sullivan's post-retirement employment commence no earlier than 180 days after the retirement day, or before December 31, 2017, without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement related incentive; and

**WHEREAS**, the Humboldt County Board of Supervisors, the Humboldt County Department of Health and Human Services, and Dr. Sullivan certify that Dr. Sullivan has not and will not receive a Golden Handshake or any other retirement related incentive; and

**WHEREAS**, the Humboldt County Board of Supervisors hereby appoints Dr. Sullivan as an extra help retired annuitant to perform the duties of Deputy Health Officer for the Department of Health and Human Services under Government Code Section 21224, effective July 10, 2017; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Dr. Sullivan and the Humboldt County Department of Health and Human Services has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms, or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the monthly base salary for this position is \$11,416.00 and the hourly rate equivalent is \$65.86; and

**WHEREAS**, the hourly rate paid to Dr. Sullivan will be \$65.86; and

**WHEREAS**, Dr. Sullivan has not and will not receive any other benefit incentive, compensation in lieu of benefit, or other form of compensation in addition to this hourly pay rate.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Humboldt County Board of Supervisors hereby certifies that the nature of the appointment and continued employment of Dr. Sullivan (as described herein and as detailed in the agenda item, dated June 27, 2017) is necessary to fill the critically needed position of Deputy Health Officer for the Humboldt County Department of Health and Human Services because Dr. Sullivan has unique knowledge, skills, and appropriate licensing to work as a Deputy Health Officer for Humboldt County Department of Health and Human Services. Dr. Sullivan has worked as Deputy Health Officer assigned to Public Health for ten years. Historically, positions requiring medical licensure have been difficult to recruit with associated staff retention issues, causing a shortage. This shortage impacts the operation of the Department of Health



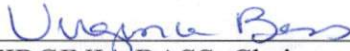
**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of June 27, 2017

RESOLUTION NO. 17-58

and Human Services, Public Health Branch, and its mandated medical oversight. This appointment will allow a temporary period of support providing uninterrupted operation of various Public Health programs within the Humboldt County Department of Health and Human Services.

Dated: June 27, 2017

  
\_\_\_\_\_  
VIRGINIA BASS, Chair  
Humboldt County Board of Supervisors


Adopted on motion by Supervisor Sundberg, seconded by Supervisor Fennell, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn
NAYS:	Supervisors	--
ABSENT:	Supervisors	Wilson
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA )  
County of Humboldt )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

  
\_\_\_\_\_  
By ANA HARTWELL  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California