



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C15

For the meeting of: October 24, 2017

Date: October 12, 2017

To: Board of Supervisors

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

Subject: Reallocate one (1) .8 full time equivalent (FTE) Office Assistant I/II in budget unit 414 to one (1) 1.0 full time equivalent (FTE) Health Client Services Worker in budget unit 414

RECOMMENDATION(S):

That the Board of Supervisors:

1. Reallocate the Office Assistant I/II (class 0179, .8 FTE, salary range 268/299, position 03) in budget unit 414, currently occupied by Maria Garcia to Health Client Services Worker (class 1573, 1.0 FTE, salary range 324) and reclassify Ms. Garcia accordingly; effective the beginning of the bi-weekly pay period immediately following approval.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

Per the request of Department of Health and Human Services (DHHS), Human Resources (HR) conducted a classification review of the Office Assistant II position currently occupied by Ms. Garcia. The purpose of the review was to determine if the position occupied by Ms. Garcia was appropriately classified. Ms.

Prepared by Connie Hagquist, Staff Services Analyst - ES

CAO Approval *[Signature]*

REVIEW:

Auditor *[Signature]*

County Counsel

Personnel *[Signature]*

Risk Manager

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 *Sundberg*

Ayes *Sundberg, Bass, Bohn, Wilson*
Nays
Abstain
Absent *Fennell*

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

Dated: *10/24/2017*

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

Garcia's position as Office Assistant II has evolved significantly since originally transferring to Public Health, Community Wellness. Ms. Garcia interviews clients for program eligibility, verifying and analyzing client information, assisting clients in program enrollment, coordinating with community partners regarding services, and maintaining a caseload with confidential records. Her primary duties and responsibilities for the last three years have been related to the implementation of health programs and services for uninsured and underinsured individuals living with the human immunodeficiency virus (HIV).

Based upon the information obtained during the job classification review, HR has made the determination that the duties Ms. Garcia performs fit within the scope of duties of a Health Client Services Worker.

FINANCIAL IMPACT:

The reclassification of the position of Office Assistant II to Health Client Services Worker for the remainder of fiscal year (FY) 2017-18 is calculated to cost an additional one thousand seven hundred and thirteen dollars (\$1,713.00) in salaries and benefits. The position resides in Fund 1175, Budget Unit 414, Health Education. There are sufficient salary savings in FY 2017-18 to cover the additional expenses of the reclassification. There is no impact on the general fund.

Approving this reallocation will support the Boards Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

County Human Resources Classification Review Report



**HUMAN RESOURCES
COUNTY OF HUMBOLDT**

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501

PHONE: (707) 476-2349 FAX: (707) 445-7285

www.humboldtgov.org/Job-Opportunities

Date: September 11, 2017

To: Michelle Stephens, HHS – Public Health Director

From: David Gauthier, Human Resources Analyst

Subject: Classification Review of Office Assistant II for Maria Garcia.

At the request of your office, Human Resources conducted a classification review of the Office Assistant I/II position currently occupied by Maria Garcia. The review was requested for the purposes of evaluating the appropriateness of the classification for this position.

Based upon review of the Job Analysis Questionnaires prepared by Maria Garcia and subsequently submitted by your office, and the interview with Maria Garcia and Michael Weiss, the Human Resources Department has determined that the Office Assistant I/II position currently held by Maria Garcia would be more appropriately classified as Health Client Services Worker.

As an Office Assistant II, Ms. Garcia has been performing duties that are beyond the scope of her current classification. Her primary duties and responsibilities for the last three years have been related to the implementation of health programs and services for uninsured and underinsured individuals living with the human immunodeficiency virus (HIV). Her responsibilities include interviewing clients for program eligibility, verifying and analyzing client information, assisting clients in program enrollment, coordinating with community partners regarding services, and maintaining a caseload with confidential records. Recently, the HIV programs Ms. Garcia is responsible for have increased in scope and complexity. Additionally, her caseload has increased due to program expansion and an agreement with Del Norte County to have Humboldt County administer the HIV programs on their behalf.

This increase in HIV program responsibilities has transformed her position from a clerical support role to that of program eligibility evaluation and caseload management. Thus the determination that the classification of Health Client Services Worker is the appropriate classification for her position. The primary duties of Health Client Services Worker include interviewing clients, determining program eligibility, and coordinating and monitoring medical service-delivery for clients.

If you are in agreement with this recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

That the Board of Supervisors:

1. Reallocate the Office Assistant I/II (class 0179, salary range 268/299, position 03) in budget unit 414, currently occupied by Maria Garcia to Health Client Services Worker (class 1573, salary range 324, position ____) in budget unit 414 effective the beginning of the pay period immediately following approval.

Following Board approval, Maria Garcia will be reclassified and there will be no change in her probationary status as a result of this action. Please attach a copy of this memo to your report to the Board for informational purposes. Following Board approval you will also need to prepare a Payroll/Personnel Action Form with a copy of the Board Order and send to Human Resources for processing. Do not hesitate to call me at (707) 476-2349 if you have any questions.

cc:

Maria Garcia
Michael Weiss
Yvonne Winter
Cindy Hammers