



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C21**

For the meeting of: October <sup>24</sup>~~17~~, 2017

Date: September 28, 2017  
To: Board of Supervisors  
From: Lisa DeMatteo, Director of Human Resources *LD*  
Subject: Revised Class Description and Title for Health and Human Services – Social Services Branch Director to Health and Human Services – Child Welfare Division Director

### RECOMMENDATIONS:

That the Board of Supervisors:

1. Adopt the revised class description and title for the class of Health and Human Services – Social Services Branch Director to Health and Human Services – Child Welfare Division Director (class 0818, salary range 550, unit 08) into the classification plan effective immediately; and
2. Reclassify the Health and Human Services – Social Services Branch Director (position number 01, class 0810, salary range 550, unit 08) in budget unit 511 to Health and Human Services – Child Welfare Division Director; and
3. Adopt Resolution No. 17-89 (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-2016 and 2016-2017 to include the revised job class of Health and Human Services – Child Welfare Division Director (class 0818 salary range 550, unit 08),

effective immediately upon Board approval.

Prepared by \_\_\_\_\_ Stephanie Bunch

CAO Approval \_\_\_\_\_

#### REVIEW:

Auditor \_\_\_\_\_ County Counsel *an* Personnel *LD* 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: \_\_\_\_\_  
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: DHHS – SSB BU 511

DISCUSSION:

The Department of Health and Human Services (DHHS) has determined the need for more focused oversight of the Child Welfare System (CWS). DHHS has concluded the Social Services Branch Director's scope of authority did not allow the time needed for CWS oversight. Duties not related to Child Welfare have been removed from the current Social Services Branch Director allowing full time oversight of CWS. It has also been determined that Social Services is now a division of DHHS rather than a branch. DHHS requested County Human Resources to review the duties of the position. As a result the description and title of the position have been revised. DHHS agrees with the recommendations of Human Resources.

FINANCIAL IMPACT:

There is no change in the compensation, therefore there is no financial impact as a result of this action.

The recommendations included in this agenda item support the Board's strategic framework by managing County resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: DHHS

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not adopt the revised classification but this is not recommended as the description would no longer meet the needs of the department.

ATTACHMENTS:

Resolution No. 17-89

Class Specification for Health and Human Services – Child Welfare Division Director

Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-2016 and 2016-2017

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

Certified copy of portion of proceedings, Meeting of October 24, 2017

RESOLUTION NO. 17-89

**AMENDING RESOLUTION NO. 16-10 (2015-2016 and 2016-2017 COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)**

**WHEREAS**, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

**WHEREAS**, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 16-10 to adopt the revised management job class of Health and Human Services - Child Welfare Division Director.

**NOW, THEREFORE**, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Amend Attachment 1 to Exhibit A of Resolution No. 16-10, effective January 19, 2016 to adopt the revised class description and title for the class of Health and Human Services - Social Services Branch Director to Health and Human Services - Child Welfare Division Director into the classification plan.
2. This resolution shall become effective immediately upon adoption by the Board of Supervisors.

Dated: October 24, 2017



Virginia Bass, Chair

Humboldt County Board of Supervisors

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

AYES: Supervisors Bohn, Bass, Wilson, Sundberg

NAYS: Supervisors --

ABSENT: Supervisors Fennell

ABSTAIN: Supervisors --

STATE OF CALIFORNIA )

County of Humboldt )



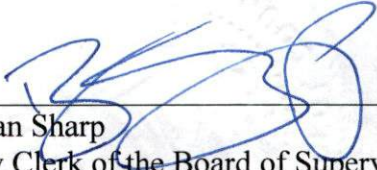
**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of October 24, 2017

RESOLUTION NO. 17-89

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 Ryan Sharp  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

HEALTH AND HUMAN SERVICES - CHILD WELFARE SERVICES DIVISION DIRECTOR

DEFINITION

Under direction, plans, organizes, and directs all organizational components of the Child Welfare Services Division of the Department of Health and Human Services; develops policies and procedures relating to division operations; performs administrative and management-related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management class within the Department of Health and Human Services with responsibility for overall policy development, program planning, and administration and operation. The incumbent is responsible for accomplishing child welfare branch goals and objectives, supervising staff, directing day-to-day operations and assisting in the administration of the annual budget.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides management and supervision of all aspects of child welfare services.
- Develops and reviews child welfare services policies and procedures.
- Coordinates the operation of central and place based services to promote maximum efficiency.
- Confers with the supervisory and administrative staff regarding policies, procedures, personnel matters, staff development, fiscal matters.
- Assigns and reviews work.
- Reviews and responds to correspondence.
- Conducts staff meetings.
- Plans, organizes, directs, and evaluates the work of subordinate management staff.
- Assists in the preparation and administration of child welfare services budget and reviews spending plans for conformance with state allocations.
- Works closely with the Health and Human Services administration, Children's Mental Health, other County departments, and a variety of public and private organizations and citizen groups in developing effective children and family services programs and implementing projects.

QUALIFICATIONS

Knowledge of:

Child and welfare systems and related human services programs.  
Administrative principles and methods, including goal setting,  
program and budget development and implementation and  
employee supervision.  
Principles and practices of a variety of child welfare, social  
casework and social services provided for disadvantaged  
individuals with emphasis on child welfare.  
Federal, state and local laws, regulations, codes, and standards  
relating to income maintenance and social services  
programs.  
Policy and procedure development and implementation related to  
social services programs (income maintenance, and child  
protective services).  
Principles and practices of supervision, personnel management,  
and employee development.  
Budget preparation and fiscal management and the needs of a  
large agency in these areas.  
Contract administration, as applied to private social service  
agencies.  
Principles and theory of public administration, including  
general administration, human resource management, fiscal  
management, and accounting.  
Community needs and resources.

Skill in:

Administering and coordinating child welfare service programs.  
Monitoring, controlling and evaluating the performance of  
departmental service deliveries or program effectiveness.  
Administering and monitoring contracts with private social  
services agencies.  
Developing and implementing departmental policy and procedures,  
plans, and programs.  
Coordinating agency services with other County departments and  
public and private agencies.  
Ensuring that agency activities conform to federal, state, and  
local laws and regulations.  
Identification and resolution of operational problems.  
Preparation and monitoring of budgets, revenues, and  
expenditures.  
Preparation of clear and concise reports, correspondence and  
other written materials.

Supervision, training, and evaluation of the work of subordinate staff.

Preparation and presentation of information on the department's activities, functions, and issues before public or private groups and organizations.

Establishing and maintaining effective working relationships with a variety of citizens, public and private organizations, boards and commissions, media and County staff.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in business or public administration or behavioral or social sciences, child welfare or a related field, and five years of supervisory or administrative experience in a health or human services delivery setting which has included program planning, development and administration and two years experience in child welfare services.





**Attachment 1**

**SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES**

CLASS NUMBER	CLASS	UNITS 8 AND 9 ADOPTED 1-19-16	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0603	Assistant County Counsel		E	566	570	574
0104	Assistant County Payroll Manager		E	-	-	437
0142	Assistant Dir. of Child Support Services		E	496	500	504
0922	Assistant Dir. of Psychiatric Nursing		E	488	492	496
0650	Assistant Director - Administration Health & Human Services		E	561	565	569
0651	Assistant Director of Human Resources		E	508	512	516
0655	Assistant Director of Library Services		E	481	485	489
0649	Assistant Director- Programs Health & Human Services		E	561	565	569
0616	Assistant District Attorney		E	546	550	554
0625	Assistant Public Defender		E	542	546	550
0677	Assistant Public Guardian		E	410	414	418
0682	Assistant Treasurer & Tax Collector		E	485	489	493
0303	Associate Engineer		E	476	480	484
0223	Auditor-Controller Payroll Specialist I		E	-	-	365
0223	Auditor-Controller Payroll Specialist II		E	-	-	380
0117	Budget Specialist		E	438	442	446
0608	Business Manager		E	438	442	446
0198	CAO Project Manager		E	485	489	493
0838	Chief Building Official		E	503	507	511
0368	Child Support Program Manager		E	489	493	497
0680	Child Support Special Programs Coord.		E	420	424	428

FLSA Exempt Status Codes:  
 "E" = Exempt Status  
 "N" = Non-exempt Status

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MANAGEMENT AND CONFIDENTIAL CLASSES**

CLASS NUMBER	CLASS	UNITS 8 AND 9 ADOPTED 1-19-16		AMENDED SALARY RANGE	AMENDED SALARY RANGE	AMENDED SALARY RANGE
		FLSA EXEMPT STATUS		4-10-16	7-3-16	1-1-17
0932	Director of Psychiatric Nursing	E		499	503	507
0508	Director of Public Health Nursing	E		499	503	507
0638	Economic Development Coordinator	E		465	469	473
0634	Economic Development Specialist	E		442	446	450
0119	Elections Manager	E		444	448	452
0193	Emergency Services Manager	E		424	428	432
0851	Employment and Training Manager	E		489	493	497
0341	Environmental Permitting and Compliance Manager	E			460	464
0202	Equipment Superintendent	E		439	443	447
0103	Executive Assistant to the CAO	N		376	380	384
0167	Executive Secretary	N		374	378	382
0181	Executive Secretary-Children & Family Commission	N		374	378	382
0253	Facility Maintenance Manager	E		428	432	436
0252	Facility Maintenance Supervisor	N		395	399	403
0184	Fiscal Officer	E		419	423	427
0174	Fiscal Services Supervisor	N		391	395	399
0545	Health & Human Services - Mental Health Branch Director	E		542	546	550
0544	Health & Human Services - Public Health Branch Director	E		542	546	550
0818	Health & Human Services - Child Welfare Division Director	E		542	546	550
0814	Health and Human Services - Deputy Director-Employee Services	E		518	522	526

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0817	Health and Human Services - Deputy Director-Finance			E	518	522	526
0816	Health and Human Services - Deputy Director-Information Services			E	518	522	526
0840	Health Officer-Medical Director			E	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645	Housing and Assistance Coordinator			E	442	446	450
0697	Human Resources Analyst - Risk I			E	414	418	422
0697	Human Resources Analyst - Risk II			E	442	446	450
0684	Human Resources Analyst I			E	414	418	422
0699	Human Resources Technician I			N	363	367	371
0699	Human Resources Technician II			N	392	396	400
0380	Information Systems Supervisor			E	446	450	454
0417	Investigator			E	428	432	436
0413	Investigator (Code Enforcement)			E	442	446	450
0644	IT Applications Analyst Supervisor			E	466	470	474
0131	IT Division Director			E	518	522	526
0645	IT Systems Supervisor			E	452	456	460
0482	Juvenile Corrections Facility Manager			E	429	433	437
0815	Legal Accounting Specialist			N	374	378	382
0683	Legal Analyst			E	442	446	450
0197A	Legal Office Assistant I			N	302	306	310
0197B	Legal Office Assistant II			N	322	326	330
0134	Legal Office Business Manager			E	457	461	465

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CLASS NUMBER	CLASS	UNITS 8 AND 9 ADOPTED 1-19-16		FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0143	Legal Office Services Manager			E	419	423	427
0139	Legal Secretary I			N	333	337	341
0139	Legal Secretary II			N	352	356	360
0652	Library Division Manager			E	458	462	466
0661	Library Operations Manager			E	-	-	476
0344	Manager-Clerk/Recorder's Office			E	-	448	452
0902	Medical Director			E	717	721	725
0905	Medical Records Manager			E	462	466	470
0169	Office Assistant I			N	284	288	292
0169	Office Assistant II			N	305	309	313
0118	Office Services Supervisor			N	378	382	386
0452	Paralegal I			N	344	348	352
0452	Paralegal II			N	363	367	371
0938	Payroll/Personnel Specialist			N	352	356	360
0941	Payroll/Personnel Supervisor			N	384	388	392
0336	Permit Supervisor			E	448	452	456
0151	Personnel Assistant			N	320	324	328
0609	Personnel Technician			N	363	367	371
0937	Physician/Psychiatrist			E	686	690	694
0930	Physician/Psychiatrist (extra help only)			E	733	737	741
0687	Policy and Legislative Manager (MSS)			E	475	479	483
0475	Probation Division Director			E	449	453	457

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## SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES

CLASS NUMBER	CLASS	UNITS 8 AND 9 ADOPTED 1-19-16		FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0425	Program Coordinator			E	424	428	432
0934	Program Manager			E	489	493	497
0747	Program Manager I			E	489	493	497
0750	Program Manager II			E	499	503	507
0146	Public Education and Information Manager (MSS)			E	466	470	474
0842	Public Guardian			E	446	450	454
0512	Public Health Lab Director			E	514	518	522
0516	Public Health Lab Manager			E	481	485	489
0195	Public Information Specialist			E	411	415	419
0129	Public Works Dispatcher			N	345	349	353
0221	Purchasing Coordinator			E	-	406	410
0620	Real Property Manager			E	469	473	477
0700	Risk Manager			E	475	479	483
0201	Road Superintendent			E	434	438	442
0175	Secretary			N	339	343	347
0605	Senior Administrative Analyst			E	465	469	473
0605	Senior Administrative Analyst Trainee			N	383	387	391
0598	Senior Deputy County Counsel			E	540	544	548
0123	Senior Fiscal Assistant			N	357	361	365
0539	Senior Health Program Manager			E	439	443	447
0690	Senior Human Resources Analyst - Risk			E	454	458	462
0138	Senior Legal Secretary			N	374	378	382

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MANAGEMENT AND CONFIDENTIAL CLASSES

UNITS 8 AND 9 ADOPTED 1-19-16 FLSA				STATUS			
CLASS	NUMBER	CLASS	NUMBER	AMENDED	SALARY RANGE	AMENDED	SALARY RANGE
1-1-17	1-1-17	7-3-16	7-3-16	4-10-16	4-10-16	1-1-17	1-1-17

0110 Senior Office Assistant N 352 356 360

0685 Senior Payroll/Personnel Specialist N 362 366 370

0928 Senior Program Manager - Mental Health E 499 503 507

0929 Senior Program Manager - Public Health E 499 503 507

0924 Senior Psychiatrist E 702 706 710

0394 Senior Staff Services Manager E 456 460 464

0295 Sheriff's Public Information Specialist E - - 419

0182 SSB Secretary II (MSS class) N 355 359 363

0729 Staff Services Analyst I E 411 415 419

0729 Staff Services Analyst II E 442 446 450

0396 Staff Services Analyst III E 444 448 452

0395 Staff Services Manager E 446 450 454

0610 Supervising Attorney E 542 546 550

0364 Supervising Child Support Attorney E 542 546 550

0364 Supervising Child Support Attorney E 542 546 550

0114 Supervising Legal Secretary N 384 388 392

0114 Supervising Legal Secretary N 384 388 392

0681 Supervising Planner E 466 470 474

0681 Supervising Planner E 466 470 474

0470 Supervising Probation Officer E 429 433 437

0470 Supervising Probation Officer E 429 433 437

10/17/17

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**SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES**

CLASS NUMBER	CLASS	UNITS 8 AND 9 ADOPTED 1-19-16		AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
		FLSA EXEMPT STATUS				
0674	Supervising Tax-Collector	N		383	387	391
0674	Supervising Tax-Collector	N		383	387	391
0171	Supervising Treasurer	N		383	387	391
0171	Supervising Treasurer	N		383	387	391
0672	Veterans Service Officer	N		383	387	391
0672	Veterans Service Officer	N		383	387	391

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**UNITS 8 AND 9  
ADOPTED 1-19-16**

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>FLSA EXEMPT STATUS</b>	<b>AMENDED SALARY RANGE 4-10-16</b>	<b>AMENDED SALARY RANGE 7-3-16</b>	<b>AMENDED SALARY RANGE 1-1-17</b>
0942	Clinic Physician (extra help only)	E	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852	Compliance and Quality Assurance Administrator	E	475	479	483
0113	County Payroll Services Manager	E	-	-	467
0207	County Surveyor	E	478	482	486
0759	Departmental Information Systems Supervisor	E	446	450	454
0618	Deputy Auditor-Controller	E	485	489	493
0931	Deputy Branch Director	E	523	527	531
0599	Deputy County Administrative Officer	E	520	524	528
0600	Deputy County Counsel I	E	427	431	435
0600	Deputy County Counsel II	E	460	464	468
0600	Deputy County Counsel III	E	493	497	501
0600	Deputy County Counsel IV	E	525	529	533
0438	Deputy Director - Sheriff's Administration	E	485	489	493
0554	Deputy Health Officer	E	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315	Deputy Planning Director	E	503	507	511
0300	Deputy Public Works Director	E	512	516	520
0307	Deputy Public Works Director - Environmental Services	E	490	504	508
0200	Deputy Public Works Director - Facilities Management	E	498	502	506
0301	Deputy Public Works Director - General Services	E	481	485	489
0619	Development Assistance Manager	E	485	489	493
0510	Director of Environmental Health	E	499	503	507

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