



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

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**Title:** Adopt New Merit System Services Classification of Eligibility Specialist Trainee and Revised Merit System Services Classifications of Eligibility Specialist I/II, Eligibility Specialist III, and Eligibility Supervisor

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. Resolution.pdf, 3. 2016-07-01 Eligibility Specialist III Classification Specification.pdf, 4. 2016-07-01 Eligibility Specialist Trainee Classification Specification.pdf, 5. 2016-07-01 Eligibility Supervisor Classification Specification.pdf, 6. 2016-07-07 Eligibility Worker Classification Study Report.pdf, 7. 2019-01-25 Adoption Memo from Merit System Services (MSS).pdf, 8. 2019-07-15 Letter from Merit System Services (MSS).pdf, 9. 2019-07-20 Eligibility Worker Position Control.pdf, 10. 2016-07-01 Eligibility Specialist I - II Classification Specification.pdf, 11. Proposed Amendment to AFSCME Salary Range & Classification Plan Proposal.pdf, 12. Executed Resolution No. 19-77.pdf

Date	Ver.	Action By	Action	Result
8/20/2019	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adopt New Merit System Services Classification of Eligibility Specialist Trainee and Revised Merit System Services Classifications of Eligibility Specialist I/II, Eligibility Specialist III, and Eligibility Supervisor

**RECOMMENDATION(S):**

That the Board of Supervisors adopt a resolution which:

1. Adopts the new Merit System Services classification of Eligibility Specialist Trainee 40 hours per week (class #1731, salary range 313) into the classification plan effective the pay period following Board approval;
2. Adopts the revised Merit System Services classifications of Eligibility Specialist I/II 40 hours per week (class #1731, salary range 332/353), Eligibility Specialist III (class #1731, salary range 371) and Eligibility Supervisor 40 hours per week (class #1729, salary range 404)

- effective the pay period following Board approval; and
3. Grandfathers all incumbents in the following classifications into the new and revised classifications effective the pay period following Board approval:
- Eligibility Worker I (class #1731, salary range 313) into revised Eligibility Specialist I (class #1731, salary range 332) classification
  - Eligibility Worker II (class #1731, salary range 345) into revised Eligibility Specialist II (class #1731, salary range 353) classification
  - Eligibility Worker III (class #1731, salary range 371) into revised Eligibility Specialist III (class #1731, salary range 371) classification
  - Eligibility Supervisor (class #1729, salary range 404) into revised Eligibility Supervisor (class #1729, salary range 404) classification

SOURCE OF FUNDING:

Social Services Fund 1160

DISCUSSION:

Merit System Services (MSS) manages the classifications for Social Services for 25 California counties, including Humboldt County. As of March 31, 2019, MSS is no longer able to support recruitments for the outdated classifications in the Eligibility Worker series including Eligibility Worker I/II/III and Eligibility Supervisor. On July 9, 2016 MSS finalized their report, providing the new title of Eligibility Specialist to replace the outdated title of Eligibility Worker, revising job specifications and minimum qualification patterns, and adding an Eligibility Specialist Trainee as a stand-alone classification specification.

It is staff recommendation to adopt, via the attached resolution, the new Eligibility Specialist Trainee classification specification and the revised Eligibility Specialist I/II, Eligibility Specialist III, and Eligibility Supervisor classification specifications to comply with MSS, and to grandfather all current incumbents into the revised classification specifications. This action will allow DHHS Social Services to recruit for and fill vacancies.

FINANCIAL IMPACT:

Approval of the revised Merit System Services Classifications for Eligibility Specialist I, Eligibility Specialist II, Eligibility Specialist III, and Eligibility Supervisor will result in salary range increases for the Eligibility Specialist I by 19 ranges and Eligibility Specialist II by 8 ranges. Eligibility positions reside in Fund 1160, Budget Unit 511 - Social Services. The increase in pay is estimated to be \$269,625 for fiscal year 2019-20. The Social Services budget has sufficient appropriation to cover the additional expense. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

Merit System Services (MSS) and the Department of Health and Human Services (DHHS).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the new and revised classifications. This is not recommended as it would make the County of Humboldt out of compliance with Merit System Services regarding eligibility classifications. Additionally, it would cause difficulties recruiting and filling vacancies, as the County is no longer able to recruit under the current Eligibility Worker I/II/III and Eligibility Supervisor job specifications as of March 31, 2019. This would have a negative impact on DHHS-Social Services' ability to meet the needs of the community.

ATTACHMENTS:

- Resolution No. \_\_\_\_\_
- Copy of the 2016-07-07 classification study report from Merit System Services (MSS)
- Copy of the 2019-01-25 adoption memo from Merit System Services (MSS)
- Copy of the 2019-07-15 letter from Merit System Services (MSS)
- Copy of the 2019-07-16 Eligibility Worker Position Control
- Copy of the new job specification for Eligibility Specialist Trainee
- Copy of the revised job specification for Eligibility Specialist I/II
- Copy of the revised job specification for Eligibility Specialist III
- Copy of the revised job specification for Eligibility Supervisor
- Copy of the proposed amendment to the Eligibility Series salary ranges in the compensation plan for designated American Federation of State, County, and Municipal Employees (AFSCME) under Resolution No. 18-81

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: August 20, 2019

File No.: N/A