RESOLUTION - ACTION REQUESTED 2014-56

MEETING: February 11, 2014

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Approve Staff Services Analyst I/II Class Spec; Approve Recruitment

RECOMMENDATION AND JUSTIFICATION:
Approve the class specification of Staff Services Analyst I/II; set the annual salary range for the Staff Services Analyst I at $36,337.60-$44,169.75 and the annual salary range for the Staff Services Analyst II at $39,971.36-$48,586.72; assign the classifications to the SEIU bargaining unit; and approve recruiting and filling two full-time Staff Services Analyst I/II positions effective immediately.

The Human Services Department received Board approval to add two Staff Services Analyst positions during the 2013/14 budget hearings. Creating a flexible Staff Services Analyst I/II classification will allow the Department greater latitude in the selection process and provide career growth opportunities.

One Staff Services Analyst I/II will be assigned to the Behavioral Health Division of the Human Services Department and the other Staff Services Analyst I/II will be assigned to the Social Services Division. There will be two separate recruitments; one through the County and one through Merit Systems Services.

In the field of Mental Health and Alcohol and Drug services, there have been many changes in the structure of the state agencies that the Human Services contracts with. The Department of Mental Health has changed to the Department of Health Care Services (DHCS); and the Department of Alcohol and Drugs has also been changed to the DHCS. The Human Services Department is also tasked with yearly audits for an External Quality Review Organization (EQRO) that requires date collection and analysis. In light of these reporting requirements, this is an ever increasing need not only to provide quality services to our consumers, but also to monitor and report our progress and deficiencies to the DHCS. With the implementation of the Health Care Reform Act and the monitoring requirements accompanying this implementation, small counties will be further taxed in their ability to remain on top of research and reporting requirements as well as their ability to remain in compliance with Medi-Cal requirements.

The Staff Services Analyst I/II for the Social Services Division would assist in interpreting communications from the State on programs, assist in writing policy and procedures, help with statistical program analysis, data gathering and analysis, report writing, and preparation for audits. These tasks are currently performed, in addition
to their other duties, by the supervisory staff and lead workers.

There are also current requirements for the preparation of state audits and the many reports that the Human Services Department is required to write and submit to state and federal government entities in any given year. The Human Services Department believes the demands of these tasks will only increase as it moves into this new environment. It would be advantageous for the County to fill these positions with individuals dedicated to the above mentioned tasks rather than continuing to use existing managers and supervisors, as they are already tasked with supervisory duties requiring their full-time attention.

The funding for both positions has already been budgeted for the 2013/2014 fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
During the 2013/2014 fiscal year budget, the Board authorized allocating and funding two Staff Services Analyst I/II classifications.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve this action as proposed; amend as the Board desires and approve. A negative action will result in the continued use of existing managers and supervisors to perform the tasks mentioned above, which will constrict their ability to perform their current full-time duties.

FINANCIAL IMPACT:
Two full-time Staff Services Analyst I/II positions were allocated and budgeted in the FY 2013/14 budget at the Staff Services Analyst II salary range.

ATTACHMENTS:
Staff Services Analyst I-II-County  (PDF)

CAO RECOMMENDATION
Requested Action Recommended

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Lee Stetson, District I Supervisor
SECONDER:  John Carrier, District V Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier