RESOLUTION - ACTION REQUESTED 2014-100

MEETING: March 11, 2014

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Approve Reclassifying Staff Services Manager to Administrative Analyst

RECOMMENDATION AND JUSTIFICATION:
Approve the Reclassification of a Staff Services Manager ($3,681.01-$4,474.34/Month) to an Administrative Analyst-Human Services ($3,997.68-$4,859.13/Month) in the Human Services Administration Budget Effective January 1, 2014; Approve Budget Action Transferring Funds Within the Human Services Administration and Alcohol & Drug Budgets to Accommodate the Reclassification ($20,762). The responsibilities of the incumbent Staff Services Manager have evolved and the employee is performing work that is at a significantly higher level. The reclassification is an increase in salary of approximately 8.6% and the incumbent will be placed at step 5 on the salary range.

Previously, the incumbent was tasked with ensuring that grants are up-to-date and had oversight of these grants for the programs that the incumbent was responsible for, however, the incumbent is now responsible for writing, submitting, and monitoring grants for critical programs within the department. Additionally, the incumbent has taken on full responsibility of the Energy Assistance and Weatherization programs and manages all aspects of these programs. This includes managing program budgets to ensure that monies are not overspent. Further, during the 2012/2013 Fiscal Year, the Behavioral Health business office was established. Here, clients are screened for health care insurance and referred to eligibility. The incumbent’s role is to ensure that all possible revenue that the department should receive is in fact received from the billing of Medi-Cal and private insurance. The incumbent then analyzes the fiscal data and ensures that the department’s costs are claimed appropriately. Furthermore, the incumbent has taken on the responsibility of monitoring the department’s compliance with applicable regulations as they relate to the Mental Health Services Act. The incumbent has been given the responsibility of monitoring, analyzing, and updating the corrective action plan that the department is required to have in place. To conclude, for each of the programs in which the employee is responsible, the employee compiles and analyzes a variety of data and makes recommendations regarding program needs.

These are just a few examples of the kinds of tasks that the incumbent has been assigned. It is apparent that the incumbent is performing essential tasks that are not within the scope of their current classification but that are at a significantly higher level. The new tasks require a higher level of skills, knowledge, and abilities.
It is not necessary to assign the Administrative Analyst-Human Services classification to a bargaining unit or a salary range as it is an approved classification and is currently designated as an Mariposa County Managerial Confidential Organization (MCMCO) classification.

The Human Services Department has sufficient funding to accommodate the increased salary and the Budget Action form accompanying this action transfers the necessary funding in the appropriate budget line items.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**
From time to time, the Board has approved reclassification requests.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**
A negative action would result in the Staff Services Manager no longer performing critical duties related to critical programs. This would cause a decrease in the efficiency of the operations of the Human Services Department.

**ATTACHMENTS:**
**BA SSM to AA 2014**  (PDF)

**CAO RECOMMENDATION**
Requested Action Recommended

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RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Lee Stetson, Merlin Jones
AYES: Stetson, Jones, Bibby, Cann, Carrier

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### BUDGET ACTION FORM

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**TOTALS**: 20,762  
**DECREASE**: 20,762

### TRANSFER BETWEEN FUNDS

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<th>DEBIT</th>
<th>CREDIT</th>
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**TOTALS**: 0  
**CREDIT**: 0

### ACTION REQUESTED: (Check all that apply)

- [ ] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

- [X] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

### JUSTIFICATION

Reclassification from Staff Services Manager to Administrative Analyst.

**DEPT HEAD SIGNATURE**: [Signature]
**DATE**: 2/28/14

**APPROVED BY RES NO. 64-100**: [Signature]  
**CLERK**: [Signature]  
**DATE**: 3-11-14

**DEPARTMENT**: Human Services

**BA #**: 
**AUDITOR'S USE ONLY**: 
**Budget Revision Form Revised**: 3292