RESOLUTION - ACTION REQUESTED 2017-84

MEETING: February 21, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Health Department Organization Changes

RECOMMENDATION AND JUSTIFICATION:
Approve staff changes in the Health Department by immediately assigning the 50% permanent part-time Development Services Technician in the Environmental Health Division to a temporary assignment of Accreditation Coordinator until Public Health accreditation is achieved; immediately increasing the 60% permanent part-time Development Services Technician (DST) to 80% permanent part-time; and providing a 3% salary increase to the Public Health Nursing Manager upon receiving a Master’s degree in Public Health.

The Health Department has started the three-to-four year process of gaining accreditation through the Public Health Accreditation Board (PHAB). To facilitate the accreditation process, an Accreditation Coordinator is required by PHAB. The 50% permanent part-time DST is willing and capable of filling the role of Accreditation Coordinator. The DST would work in this temporary assignment as a special assistant and report directly to the Health Officer. It is anticipated that this assignment will be in place until Public Health accreditation is achieved, approximately three to four years from the time of approval of this action. The DST will receive out of class pay for the assignment and Health Department staff will work with Human Resources to ensure that out-of-class procedures are followed.

Assigning the 50% permanent part-time DST fully to the Accreditation Coordinator role will leave a workload gap in DST work duties. To accommodate this gap, it is proposed that the hours of the 60% permanent part-time DST in Environmental Health be temporarily increased to 80% permanent part-time to assume the workload.

In 2014, the County contracted with a consultant to perform a Compensation Study. This study recommended that the salary for the Public Health Nursing Manager should be 5% above the salary for the Deputy Director of Behavioral Health. Currently, the percentage spread between the two classifications is 2%. The Public Health Nursing Manager is currently working toward attaining her Master’s degree in Public Health and the anticipated date of graduation is March 8, 2017. To recognize her attainment of a graduate degree and to align her pay with the recommendation contained in the 2014 study, it is recommended that the incumbent receive a 3% salary increase concurrent with and dependent on her completing her Master’s in Public Health.
For the Board’s information, the California Code of Regulations requires that the County have a Director of Environmental Health and a Director of Public Health Nursing. The current classifications of Environmental Health Manager and Public Health Nursing Manager both serve in these capacities respectively. Pursuant to the Board-approved Job Classification Plan, working titles for positions are appropriate when necessary. The working title for the Environmental Health Manager is Director of Environmental Health and the working title for the Public Health Nursing Manager is Director of Public Health Nursing. The current job descriptions for both classifications appropriately reflect this information.

Attached is an Organization Chart reflecting the proposed changes as recommended.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**
The Board of Supervisors has supported and approved staff changes for County Departments in the past.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**
The Board can choose to amend this recommendation as the Board desires and approve the amended action.

**FINANCIAL IMPACT:**
The funding for the salary increase for the Director of Public Health Nursing and the changes to the two DST positions would come from unspent personnel funding from both the unfilled PHEP and nursing positions. The projected net budget savings would be $29,122.

For FY 17/18, the projected increased cost for the department is $17,748.

**ATTACHMENTS:**
Organization Chart (PPTX)

**CAO RECOMMENDATION**
Requested Action Recommended

_Dallin Kimble_
Dallin Kimble, Interim CAO 2/15/2017

**RESULT:** ADOPTED [UNANIMOUS]
**MOVER:** Rosemarie Smallcombe, District I Supervisor
**SECONDER:** Merlin Jones, District II Supervisor
**AYES:** Menetrey, Smallcombe, Jones, Long, Cann

Page 2 REF ID# 6633
Proposed Organization Chart

Health Officer
0.8 FTE

Development Services Technician (Accreditation Coordinator)
0.5 FTE

Public Health Nursing Manager (Director of Nursing)

Registered Nurse (vacant)
Public Health Nurse
0.6 FTE
Registered Nurse
0.4 FTE
Extra Help Nursing Staff

Administrative Analyst
Secretary

Environmental Health Manager (Director of Environmental Health)
Senior Environmental Health Specialist
Registered Environmental Health Specialists (2)

Office Technician
Secretory

Public Health Emergency Preparedness (vacant)

Program Assistant II

Health Education

Development Services Technicians (2)
Senior Office Assistants (1 x 1 FTE, 1 x 0.5 FTE)