COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: February 16, 2016
Submitting Department(s): Personnel Department
Contact: Linda Durrer, Director of Personnel
Phone: 934-1414

BRIEF SUBJECT/ISSUE DESCRIPTION:
Recommendation to amend Health and Human Services Agency’s Position Allocation List to allow more flexibility in job assignments; ensure the Agency’s ability to cross train staff in broader functions; and better align and more appropriately classify certain positions in the Administrative, Behavioral Health and Public Health Divisions.

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required Minutes

☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

LEGAL/PERSONNEL/FISCAL

☐ County Counsel
☐ Personnel
☐ Finance

CLERK INSTRUCTIONS

☐ Return Minute Order to Linda Durrer
☐ Return Certified Copy of Resolutions to Linda Durrer

☐ Other:

ATTACHMENTS

☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution

☐ Ordinance
☐ Proclamation
☐ Policy Update
☐ Code Update
☐ Other

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ State
☐ Federal

Bill#: ______
☐ Latest Version of Bill

☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

☐ General Fund Impact
☐ Other: No General Fund Impact

☐ Budgeted
☐ Transfer Attached

☐ 4/5ths Vote Required
☐ Contingency Request

☐ New
☐ Renewal
☐ Amendment

☐ Insurance Certificate
☐ Contract Report

Date of Original Contract
Contract No.: Fiscal Year:

RECOMMENDED ACTION/MOTION:

Adopt the resolution adding eleven (11) Accounting and General Services Specialist II positions, one (1) Administrative Assistant position, one (1) Information System Analyst III position and deleting four (4) Account Clerk III positions, seven (7) Office Assistant III positions, one (1) Staff Services Specialist position, and one (1) Information System Analyst II position from the HHSA PAL.

Reviewed By (if applicable):

Linda Durrer, Director of Personnel

Christa [Signature]
Health and Human Services Agency, Director
COUNTY OF GLENN
BOARD REPORT

Submitted by ____ Health and Human Services Agency (HHSA)
(Department)

EXECUTIVE SUMMARY:

The Health and Human Services Agency has undergone a number of changes over the past two years. We have integrated the fiscal and administrative functions of the former Health Services and Human Resource Agencies. We continue to study a variety of integrated care models that we can apply to our service delivery going forward. The implementation of the Affordable Care Act (ACA) has also added complexity to many of our staff positions.

This is the first in a series of actions we plan to bring to the Board in order to make needed corrections to reflect a new integrated service delivery model post ACA. In order to broaden the scope of work, allow more flexibility in the types of duties that our employees perform, and allow for required cross training, this is our first request to amend the HHSA Position Allocation List (PAL).

RECOMMENDATION(S): Approve the following requests:

1. Approve the resolution adding eleven (11) Accounting and General Services Specialist II positions, one (1) Administrative Assistant position, one (1) Information System Analyst III position and deleting four (4) Account Clerk III positions, seven (7) Office Assistant III positions, one (1) Staff Services Specialist position, and one (1) Information System Analyst II position from the HHSA PAL.

HISTORY AND BACKGROUND:

The HHSA has undergone many changes since the merger of the Health Services Agency and the Human Resource Agency (HRA). Although an initial classification study was conducted when the merger occurred, job duties have changed since the study was completed. Because of the wide-range of duties now required of the staff, some classifications are no longer appropriate for the work performed. The change in classification will also insure uniformity in classification for those performing like work across the county departments. It is necessary to amend the HHSA PAL to reflect these internal changes in job duties.

At the time of our initial classification study, the Accounting and General Services Specialist position did not exist. The duties of the Account Clerk III positions in the Fiscal and Social Services divisions and the Office Assistant III positions in the Behavioral Health and Public Health divisions more closely align with this new classification. In addition, this position allows for more flexibility in job assignment which will ensure our ability to cross train our staff in broader functions.
COUNTY OF GLENN
BOARD REPORT

The Information Systems Analyst II position is key to the operations of the HHSA, as well as an important contributor to county-wide/core IT activities. Since the integration of the HHSA, this position has taken on the additional responsibility of managing all IT for the Health Services programs. This consists of electronic medical records, state run systems, very restrictive privacy and security issues, seven new locations, and numerous other tasks. This position was initially hired as a Merit System Services (MSS) position to work exclusively for the Social Services division. Due to the expanded scope of duties this position has taken on, it is now more suited to a county position. We have consulted and received approval from MSS, the union, Personnel, and the employee to move this position from an MSS position into a county position. Due to the expanded duties and responsibilities of this position, we believe it is much more aligned to that of an Information Systems Analyst III.

One of our Staff Services Specialist positions in the Behavioral Health unit has assumed additional duties as a result of the implementation of the Affordable Care Act. Since Behavioral Health has started using the electronic health record, this position has considerably more responsibility. In addition, this position not only supervises the Office Assistants but also the Van Drivers. This position also has to coordinate after-hour’s transportation. This position is more appropriately classified as an Administrative Assistant.

FISCAL/PERSOONNEL IMPACT(S):

The Accounting and General Services Specialist is paid at a slightly higher range than that of the Account Clerk III and Office Assistant III series. Likewise, the Administrative Assistant and Information System Analyst III positions are paid at a higher range than the Staff Services Specialist and Information System Analyst II positions.

The costs of these requests will be funded with current revenue streams. There are no adverse effects to the general fund as a result of these changes.

ANALYSIS/DISCUSION:

Goals met in these changes include a refocusing of efforts on the core functions of the Agency with a focus on assistance and service to our customers; as well as an organizational structure that promotes succession planning and retention of institutional knowledge.

In addition to allowing more flexibility and a wider range of duties, these changes are necessary because the duties performed by these employees more closely match the duties of the proposed classifications than their former classifications.

These amendments to the Position Allocation list will bring these positions into alignment with the rest of the County so that employees performing similar duties are classified uniformly and consistently across all county agencies.
BOARD OF SUPERVISORS  
GLENN COUNTY, CALIFORNIA  

RESOLUTION NO. 2016-____

A RESOLUTION TO AMEND THE POSITION ALLOCATION LIST FOR THE HEALTH AND HUMAN SERVICES AGENCY  

* * * *  
WHEREAS, the Health and Human Services Agency (HHSA) has a need to amend the HHSA Position Allocation List (PAL); and  

WHEREAS, because of the wide-range of duties now required of the Account Clerk III and Office Assistant III staff, some positions are no longer appropriate for the work performed, and it is necessary to amend the HHSA PAL to reflect these changes; and  

WHEREAS, the duties of the Information Systems Analyst II position have increased at the HHSA because this position is now responsible for all areas of the agency including the Health Services divisions. Given the expanded duties and responsibilities of this position, the agency needs an Information Systems Analyst III position added. Because this position no longer just supports Social Services, it needs to be reclassified as a county position instead of a Merit System Services (MSS) position; and  

WHEREAS, the Staff Services Specialist position in the Behavioral Health unit has assumed increased responsibilities because of the Affordable Care Act, and this position is more appropriately classified as an Administrative Assistant; and  

WHEREAS, it is requested that the Position Allocation List be amended to add and delete the following positions:
A RESOLUTION TO AMEND THE POSITION ALLOCATION LIST FOR THE HEALTH AND HUMAN SERVICES AGENCY

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<tr>
<th>Health and Human Services Agency (01024300)</th>
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<tr>
<td>Position</td>
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<td>Proposed Allocation</td>
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<tr>
<td>Information Systems Analyst III</td>
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<td>Information Systems Analyst II</td>
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<tr>
<td>Administrative Assistant</td>
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<tr>
<td>Staff Services Specialist</td>
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<td>-1</td>
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<tr>
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<td>4</td>
<td>+4</td>
</tr>
<tr>
<td>Office Assistant I/II/III</td>
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<tr>
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<td>Proposed Allocation</td>
<td>Net Change</td>
</tr>
<tr>
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<td>1</td>
<td>+1</td>
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<tr>
<td>Office Assistant I/II/III</td>
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<tr>
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<tr>
<td>Position</td>
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<td>Proposed Allocation</td>
<td>Net Change</td>
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<tr>
<td>Acct’g &amp; Gen’l Services Specialist</td>
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<td>+2</td>
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<tr>
<td>Office Assistant I/II/III</td>
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<tr>
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**WHEREAS,** the Personnel Director, MSS, and the union have reviewed these changes as applicable; and

**WHEREAS,** there is no impact to the general fund; and

**NOW, THEREFORE, BE IT RESOLVED THAT** pursuant to the requirements of section 3.04.050, the Board of Supervisors of the County of Glenn does hereby resolve and order the Position Allocation list for the HHSA is amended as specified above.

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A RESOLUTION TO AMEND THE POSITION ALLOCATION LIST FOR THE HEALTH AND HUMAN SERVICES AGENCY

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting held on February 16, 2016 by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

Leigh McDaniel, Chairman of the Board of Supervisors
County of Glenn, California

ATTEST:

Di Aulabaugh, Clerk of the Board of Supervisors
County of Glenn, California

APPROVED AS TO FORM:

HUSTON T. CARLYLE, JR., County Counsel
County of Glenn, California