



Agenda Submittal

Agenda #: 7 **Status:** Approved
Type: Resolution **Department:** Health and Social Services
File #: 18-209 **Contact:** Gerald Huber, 784-8400
Agenda date: 4/3/2018 **Final action:** 4/3/2018
Title: Adopt a resolution amending the List of Numbers and Classifications of Positions to reclassify a 1.0 Full Time Equivalent Staff Analyst to a 1.0 Full Time Equivalent H&SS Planning Analyst in the Department of Health & Social Services, Administration Division
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
4/3/2018	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Health & Social Services (H&SS) recommends the Board adopt a resolution amending the List of Numbers and Classifications of Positions to reclassify a 1.0 Full Time Equivalent (FTE) Staff Analyst to a 1.0 FTE H&SS Planning Analyst in the Administration Division

SUMMARY/DISCUSSION:

The Health & Social Services (H&SS) Administration Division provides managerial leadership for the various Divisions and includes the following units: Budget and Financial Management, Community Services and Coordination, Compliance, Contracts Management, Business Services, and Research/Planning. The Research and Planning Unit is responsible for researching and planning evidence-based practices, program outcome measures and benchmarks, special projects, and restructuring service delivery components into a unified system of care and identifying trends in populations that require services. Additional functions include analyzing legislation and assisting to identify approaches to prepare for future mandates.

The current personnel within the Research and Planning Unit include 1.0 FTE H&SS Planning Analyst and 1.0 FTE Staff Analyst, both receiving direction from the Assistant Director. The duties performed by the Staff Analyst are more consistent with the duties performed by the H&SS Planning Analyst and reclassification will more accurately demonstrate the skills and knowledge required. Projects being performed under the Staff Analyst (incumbent) position have a broader emphasis on regional impacts, are inclusive and long term, and affect multiple work processes. This position aligns with the respective job responsibilities currently being provided and follows the overall staffing plan intended under managerial leadership.

FINANCIAL IMPACT:

The cost of this reclassification request is included in the Department's FY2017/18 Approved Budget and the position is funded with State and federal funds. There is no additional financial impact to the County General

Fund.

ALTERNATIVES:

The Board may choose not to adopt this resolution. This is not recommended as it would limit the ability to efficiently manage staff and meet the operational needs of the Department.

OTHER AGENCY INVOLVEMENT:

H&SS worked with Human Resources and the County Administrator's Office on this Board item.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION