



## Agenda Submittal

**Agenda #:** 4 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Human Resources  
**File #:** 20-704 **Contact:** Kimberly Williams, 784-2552  
**Agenda date:** 10/6/2020 **Final action:** 10/6/2020  
**Title:** Adopt a resolution approving an amendment to the Alphabetical Listing of Classes and Salaries to add one new classification with a monthly salary range as follows: Clinic Operations Officer - \$13,002.81 - \$15,805.00; and Adopt a resolution approving an amendment to the Position Allocation List to delete 1.0 FTE Health Services Administrator and add 1.0 FTE Clinic Operations Officer  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution - List of Numbers/Classifications, 2. B - Resolution - Alpha, 3. Minute Order, 4. Adopted Resolution\_Alphabetical Listing, 5. Adopted Resolution\_Position Allocation Schedule

Date	Ver.	Action By	Action	Result
10/6/2020	1	Board of Supervisors		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution approving an amendment to the Alphabetical Listing of Classes and Salaries to add one new classification with a monthly salary range as follows: Clinic Operations Officer - \$13,002.81 - \$15,805.00; and adopt a resolution approving an amendment to the Position Allocation List to delete 1.0 FTE Health Services Administrator and add 1.0 FTE Clinic Operations Officer.

### **SUMMARY/DISCUSSION:**

The Department of Health and Social Services received Board approval on June 4, 2019 of its proposed reorganization to create a more effective organizational structure and strengthen leadership to support client/population-centric service delivery, and associated position allocation changes. The Department of Health and Social Services requested that the Department of Human Resources develop the classifications for the leadership positions needed to strengthen cross-functional leadership capacity. The new classification of Clinic Operations Officer was developed as part of the first-year actions to implement the proposed reorganization.

### **FINANCIAL IMPACT:**

The anticipated net financial impact for this classification is approximately \$15,251 - \$68,541 annually in base wages, as well as any additional costs associated with taxes, benefits and negotiated cost-of-living adjustments. The cost will be funded with a combination of Federally Qualified Health Center (FQHC) revenues and 1991 Realignment. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2020/21 Adopted Budget.

### **ALTERNATIVES:**

The Board of Supervisors could elect to not amend the Alphabetical Listing of Classes and Salaries to add the classification at the recommended salary range; however, this is not recommended as the Department of Human Resources met its obligation under Government Code section 3500 et. Al. with Professional and Technical Engineers Local 21.

The Board of Supervisors could elect to not amend the Position Allocation List; however, this is not recommended as Health and Social Services Department has received prior direction from the Board to implement the approved reorganization to support client/population-centric service delivery.

**OTHER AGENCY INVOLVEMENT:**

Staff from the Department of Human Resources worked with staff from the Department of Health and Social Services in creating the new classification specification of Clinic Operations Officer.

On June 29, 2020, staff from the Department of Human Resources notified all County bargaining units that the Director intended to assign the classification of Clinic Operations Officer to bargaining Unit 19 - Executive and Senior Management.

On June 30, 2020, staff from the Department of Human Resources notified Professional and Technical Engineers Local 21, the exclusive representative of bargaining Unit 19, of the proposed classification and wages. Local 21 and the County met and conferred on July 9, July 17 and July 24, 2020 regarding the proposed classification specification and wages. The parties concluded the meet and confer process on September 10, 2020.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**