



Board Agenda Item 34

DATE: September 25, 2018
TO: Board of Supervisors
SUBMITTED BY: Dawan Utecht, Director of Behavioral Health
SUBJECT: Behavioral Health Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution adding one Principal Staff Analyst position and deleting one Senior Staff Analyst position to the Behavioral Health Org 5630, effective October 8, 2018 as reflected in Appendix C.

Approval of the recommended action will allow the Department of Behavioral Health (DBH) to convert one Senior Staff Analyst position to one Principal Staff Analyst position. The position oversees the Human Resources (HR) unit, which is housed within the Administration Division of DBH. Due to continued growth of DBH, including the HR unit, the essential functions of the position align more appropriately with a Principal Staff Analyst position.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, the Principal Staff Analyst would not be added and the Senior Staff Analyst position would not be deleted.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The total increase cost for the FY 2018-19 is approximately \$7,560 and is included in the Behavioral Health Org 5630 Adopted Budget.

DISCUSSION:

The DBH Administration Division supports DBH through administrative functions pertaining to HR through its HR unit; training and cultural competence through its Staff Development (SD) unit; and facilities management through its Facilities unit. The individual leading each unit is responsible for managing its own departmental function. The function of the HR unit includes but is not limited to conducting recruitments, addressing and advising on disciplinary actions, conducting investigations, processing, reviewing and advising on evaluations, processing leaves, processing and addressing on the job injuries (OJIs and worker's comp claims), and processing timecards for 606 DBH positions. With the approval of the FY 2018-19 Requested Budget, the DBH positions will increase to 641. As of July 30, 2018, the Senior Staff Analyst position has been vacant; however, due to the growth of the Department and the HR unit, DBH is requesting the conversion of the position to a Principal Staff Analyst prior to initiating a new recruitment.

During the FY 2017-18, your Board approved the new Behavioral Health Program Manager position. The position leads the SD unit and supervises six (6) staff, including one (1) Diversity Services Coordinator, one

(1) Mental Health Services Act Education and Training Coordinator, one (1) Staff Analyst and three (3) Program Technicians. Since the HR unit includes ten (10) staff: Three (3) Staff Analysts, Five (5) Program Technicians and Two (2) Office Assistants. Converting the Senior Staff Analyst position to a Principal Staff Analyst position would allow a consistent staff to supervisor ratio throughout DBH. As a DBH standard, the Senior Staff Analyst position does not supervise more than five (5) staff.

If your Board were not to approve the recommended action, the HR unit will continue its HR support of DBH. This includes working with other County Departments to complete and process worker's compensation, payroll, new hire paper work, terminations, and disciplinary actions within a timely manner. However, the success of the HR unit will require the lead position to perform more than a variety of assignments involving research, analysis, planning, evaluation, and administrative duties. An individual who can manage all HR functions, including the aforementioned tasks in addition to full supervisory responsibilities must lead the unit. DBH has concluded that the essential functions as described in the report align more appropriately with a Principal Staff Analyst classification. To avoid working a position outside of classification, DBH is requesting to convert one Senior Staff Analyst position to one Principal Staff Analyst position.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix C

CAO ANALYST:

Ronald Alexander