



Board Agenda Item 37

DATE: March 1, 2016

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Personnel Services

SUBJECT: Separation of the Deputy Public Administrator/Guardian I/II classification series

RECOMMENDED ACTION(S):

- 1. Approve the Salary Resolution Amendments separating the Deputy Public Administrator/Guardian I/II classification series into two distinct classification series' for the District Attorney-Public Administrator's Office and the Department of Behavioral Health, as reflected on Appendix "A," effective March 14, 2016.**
- 2. Approve the Addendum to the Memorandum of Understanding (MOU) for Representation Unit 22 - Professional, Para-professional, and Technical Employees, represented by SEIU Local 521, regarding the separation of the Deputy Public Administrator/Guardian I/II classification series effective March 14, 2016.**

Approval of the recommended actions would allow for the separation of the Deputy Public Administrator/Guardian I/II classifications into Deputy Public Administrator I/II and Deputy Public Guardian I/II for the District Attorney-Public Administrator's Office and the Department of Behavioral Health, respectively.

ALTERNATIVE ACTION(S):

If the Board were not to approve the recommended actions, the current classification series would remain unchanged and would continue to be classified as identified within the Salary Resolution.

FISCAL IMPACT:

There is no cost associated with the recommended actions.

DISCUSSION:

On May 25, 2010, the Board approved the transfer of Public Guardian functions from the Coroner-Public Administrator/Public Guardian's Office to the Department of Behavioral Health, effective June 28, 2010.

On November 12, 2013, and December 3, 2013, the Board repealed the consolidation of the elective offices of the Coroner-Public Administrator to be operative January 1, 2015. Additionally, the Board approved the consolidation of the elective offices of the District Attorney and Public Administrator and the consolidation of the elective offices of the Sheriff and Coroner, to be operative January 1, 2015.

The separation of the Deputy Public Administrator/Guardian I/II classification series is recommended based on the distinctly different functions performed by the incumbents in the District Attorney-Public Administrator's Office and the Department of Behavioral Health Public Guardian's Office.

The incumbents serving in the Public Administrator function are responsible for the investigation and administration of decedent's estates for which no executor has been named and no other person exists who is qualified to serve as estate administrator. Incumbents serving in the Public Guardian function conduct investigations into the financial, social, and medical background of persons referred for conservatorship, arrange for and monitor the placement and treatment of conservatees, and manage and protect their assets.

Separating the classification series will allow each function to have tailored job specifications, permitting recruitment that targets candidates with the necessary knowledge, skills, and abilities for the respective function.

The Addendum to the Unit 22 MOU, effective March 14, 2016, serves to codify the separation of the aforementioned classification series and clarifies the future salary increases (1.5% in July 2016 and 2.5% in July 2017) for the separated classifications that were previously approved by the Board on July 14, 2015, and as reflected on Appendix "A".

REFERENCE MATERIAL:

BAI #45, July 14, 2015 (MOUs - Units 2, 3, 4, 12, 22, and 36)
BAI #26, October 28, 2014 (consolidation of elected offices)
BAI #4, December 3, 2013 (consolidation of elected offices)
Addendum A, November 12, 2013 (consolidation of elected offices)
BAI #8, May 25, 2010 (transfer of Public Guardian function)

ATTACHMENTS INCLUDED AND/OR ON FILE:

MOU Addendum
Salary Resolution Amendment

CAO ANALYST:

Sonia De La Rosa