



Board Agenda Item 31

DATE: January 24, 2023
TO: Board of Supervisors
SUBMITTED BY: Hollis Magill, Director of Human Resources
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendments reclassifying five (5) Office Assistant I/II position allocations upwards to Program Technician I/II, establishing the new classification of Vital Statistics Coordinator, and reclassifying the Supervising Communicable Disease Specialist upwards to Vital Statistics Coordinator within the Vital Statistics Unit in the Department of Public Health, effective February 6, 2023, as reflected on Appendix “B”

There is no Net County Cost (NCC) associated with the action. Approval of the recommended action will implement the recommendations of a classification study performed by the Department of Human Resources, reclassifying upward five Office Assistant I/II positions to Program Technician I, and reclassifying the Supervising Communicable Disease Specialist that currently oversees the Vital Statistics Unit upwards to the newly created Vital Statistics Coordinator position. This item directly impacts the Department of Public Health.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, the existing classifications would remain unchanged, and the incumbents would continue working out of class.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended action. The estimated cost for FY 2022-23 is approximately \$15,397, which will be absorbed within the FY 2022-23 Adopted Budget.

DISCUSSION:

The Department of Human Resources recently completed a classification study of the five (5) Office Assistant I/II and one (1) Supervising Communicable Disease Specialist positions within the Vital Statistics Unit of the Department of Public Health. The Department of Human Resources reviewed Job Specifications, Classification Questionnaires, and conducted Position Audits of incumbents, and compared similar positions from other County agencies within the comparable area in the development of the study analysis and subsequent recommendations.

The findings of the study show that the Office Assistant I/II positions being recommended for reclassification are conducting work of a technical nature in that they are performing tasks that require research, evaluation, interpretation and compliance with California Health and Safety Code, rules, and regulations in the processing of legal records. The Vital Statistics Office Assistants are also responsible for generating reports

that are shared with various County departments, as well as utilizing complex systems and databases to maintain birth and death records and burial permits. This indicates not only more significant determinations within the set of job duties, but also a higher consequence of error. Approval of the recommended action would reclassify incumbents in the Office Assistant I/II positions within the Vital Statistics Unit in the Department of Public Health upward to Program Technician I/II, pursuant to Personnel Rule 3 - Classification.

In addition, the findings of the study show that the that the Supervising Communicable Disease Specialist classification is not appropriate to oversee and supervise this unit as the duties being performed are not in line with those of the classification. The supervisor over this unit has been engaged in planning and developing the Vital Statistics Program by researching, interpreting, implementing, and training staff in required Health and Safety Codes. New procedures have been built upon these codes. The supervisor of this unit will have to continually develop the program based on the Health and Safety codes as they change. Based on the unique needs of this unit, approval of the recommended action would establish the new classification of Vital Statistics Coordinator and reclassify upwards the Supervising Communicable Disease Specialist position within Vital Statistics Unit in the Department of Public Health to Vital Statistics Coordinator, pursuant to Personnel Rule 3 - Classification.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix "B"

CAO ANALYST:

Greg Reinke