



# Board Agenda Item 39

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DATE: January 28, 2025  
TO: Board of Supervisors  
SUBMITTED BY: Hollis Magill, Director of Human Resources  
SUBJECT: Salary Resolution Amendment

**RECOMMENDED ACTION(S):**

- 1. Approve Amendment to the Salary Resolution establishing the Public Health Finance Division Manager within the Department of Public Health Org 5620 and reclassifying upwards one (1) Departmental Business Manager, effective February 3, 2025, as reflected on Appendix "E"; and**
- 2. Approve Amendment to the Salary Resolution adjusting the salary range of the Departmental Business Manager and Financial Program Manager classifications, effective February 3, 2025, as reflected on Appendix "E"**

These changes include the creation of a new Public Health Finance Division Manager classification to appropriately classify the change in responsibilities of the current Departmental Business Manager within the Department of Public Health and provide a 5% salary range adjustment for both the Departmental Business Manager and Financial Program Manager classifications countywide, consistent with the direction of the County Administrative Office (CAO). This item is countywide.

**ALTERNATIVE ACTION(S):**

If your Board does not approve the recommended actions, the current fiscal structure within the Department of Public Health and salary structure for the countywide Departmental Business Managers and Financial Program Managers will remain unchanged.

**FISCAL IMPACT:**

The total estimated full-year cost for the first recommended action is approximately \$9,273, \$222 of which is Net County Cost (NCC). The estimated NCC for FY 2024-25 is \$90. The total estimated full-year cost for the second recommended action is approximately \$129,169, \$51,759 of which is NCC. The estimated NCC for FY 2024-25 for is \$20,845. Department appropriations for FY 2024-25 will be monitored and brought back if adjustments are necessary. Sufficient appropriations will be included in future budget requests of the impacted departments.

**DISCUSSION:**

The Department of Human Resources conducted a classification and compensation study to assess whether the Departmental Business Managers are appropriately classified and compensated, considering internal equity and external labor market factors. The study found that the countywide Departmental Business Manager position is competitively compensated in relation to our local labor market; however, the role within the Department of Public Health (DPH) has become more complex over time. This increased

complexity in DPH includes expanded financial oversight, the management of numerous contracts and programs, and the integration of multiple funding sources into a cohesive budget that supports both short-term operations and long-term strategic goals, all of which require a higher level of responsibility and expertise.

Approval of the first recommended action will implement the findings of the classification study conducted by the Department of Human Resources and establish the classification of Public Health Finance Division Manager and reclassify one (1) existing Departmental Business Manager within DPH to this division manager level role, reflecting the increased scope of their responsibilities.

Approval of the second recommended action will implement a 5% salary increase for both the Departmental Business Manager and Financial Program Manager classifications. This action will provide for an increase to address internal equity for the classification.

**ATTACHMENTS INCLUDED AND/OR ON FILE:**

Salary Resolution Amendment - Appendix "E"  
On file with Clerk - Classification Study Report - Departmental Business Manager

**CAO ANALYST:**

Paige Benavides