



Board Agenda Item 44

DATE: 3/24/2020

TO: Board of Supervisors

SUBMITTED BY: David Pomaville, Director, Department of Public Health

SUBJECT: Creation of Administrative Case Worker Classification Series and Reclassification of Admitting Interviewer Classification Series at the Department of Public Health

RECOMMENDED ACTION(S):

1. **Approve creation of Administrative Case Worker classification series effective pay period April 6, 2020 and**
2. **Approve reclassification of incumbents in the Admitting Interviewer classification series at the Department of Public Health to the Administrative Case Worker classification series beginning pay period April 6, 2020.**

Approval of the recommended actions will create an Administrative Case Worker classification series in the County of Fresno and will reclassify incumbents in the Admitting Interviewer classification series at the Department of Public Health to the Administrative Case Worker classification series effective pay period April 6, 2020.

ALTERNATIVE ACTION(S):

There are no feasible alternative actions associated with these recommended actions. Should your Board not approve the recommended actions, there will be no Administrative Case Worker classification series created and employees occupying positions within the Admitting Interviewer classification series in the Department of Public Health will not be reclassified into the more appropriate Administrative Case Worker classification series.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The cost of the recommended actions for the remainder of FY 19/20 are an increase of (\$86,667), of which 96% (\$83,200) is covered by Grant funds and 4% (\$3,467) is covered by Health Realignment. Sufficient appropriations and estimated revenues have been included in the Department's Org 5620 FY 2019-20 Adopted Budget and will be included in FY 2020-21 Recommended Budget.

DISCUSSION:

The Departments of Public Health (DPH) and Behavioral Health jointly requested a study into the Admitting Interviewer classification series. Although both departments had different motivations for requesting the study, consistent themes shared by both departments were that the positions were entry level and staff turnover caused challenges to service delivery.

In response to this request, the Classification and Compensation Unit of the Fresno County Human Resources Department (HR) conducted a study to investigate job duties and salary. As a result, HR's recommendation is that a reclassification of incumbents in the Admitting Interviewer classification within DPH should occur. The recommended Administrative Case Worker Classification was created to more accurately represent the type of work being conducted by incumbent Admitting Interviewers with DPH.

CAO ANALYST:

Raul Guerra