

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 11/13/02  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 11/26/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ann Goodrich, Director  
Human Resources Department

**STAFF CONTACT:** Theresa Duer, Deputy Human Resources Director  
568-2822

**SUBJECT:** Reconciliation of Allocated Positions and Classification Study

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**Recommendation(s):**

That the Board of Supervisors:

**Adopt one resolution effective November 25, 2002 as follows for changes approved during fiscal year 2002-03 budget hearing:**

A. ESTABLISH JOB CLASSIFICATION

Real Property Division Manager (Class 006634), Range 6194 (\$5,328-\$6,504 per month)

DELETE JOB CLASSIFICATION

Real Property Agent Supervising (Class 006632), Range 5994 (\$4,822-\$5,887 per month)

GENERAL SERVICES-FACILITIES (#1620)

Reclassify: 1.0 FTE Real Property Agent Supervising (Class 006632) to Real Property Division Manager (Class 006634)

**Adopt one resolution effective November 25, 2002 as follows:**

B. ESTABLISH JOB CLASSIFICATION

Medical Coding Specialist Senior (Class 005091), Range 5200 (\$3,245-\$3,962 per month)

PUBLIC HEALTH (#5210)

Reclassify: 1.0 FTE Medical Coding Specialist (Class 005090), Range 5000 (\$2,937-\$3,585) to Medical Coding Specialist Senior (Class 005091)

- C. ESTABLISH JOB CLASSIFICATION  
Public Health Deputy Director (Class 003894), Range 6880 (\$7,501-\$9,157 per month)

**Adopt one resolution effective December 23, 2002 as follows:**

- D. DELETE JOB CLASSIFICATION  
Community Health Manager (Class 006328), Range 6580 (\$6,459-\$7,885 per month)  
Medical Services Manager (Class 005124), Range 6580 (\$6,459-\$7,885 per month)

**Adopt one resolution effective February 17, 2003 as follows:**

- E. DELETE JOB CLASSIFICATION  
Assistant HCS Director (Class 000800), Range 6880 (\$7,501-\$9,157 per month)

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

**A. Executive Summary and Discussion:**

This action was recommended by the County Administrator during the budget process and classified by the Human Resources Department.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

The financial impact of approximately \$3,000 for FY02-03 will be absorbed within the departmental budget. The budget can be found on Page D-350 of FY02-03 Operating Budget.

**B. Executive Summary and Discussion:**

The Human Resources Department recommends the creation of a new Medical Coding Specialist, Senior classification. The Public Health Department has found the Medical Coding Specialist classification to be extremely effective in reducing billing errors and increasing reimbursements from Medicare, Medi-Cal, and other third party insurance companies. This new senior-level position will provide additional technical leadership and will create a position with the responsibility to review Public Health's billing system and make recommendations for improvement. Human Resources also recommends the reclassification of one Medical Coding Specialist to a Medical Coding Specialist, Senior.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

According to the Public Health Department, adoption of this action will not increase the use of local dollars for the Public Health Department. The fiscal impact of this action will be a net increase in costs of approximately \$3,000 for the remainder of FY 2002-03 and approximately \$6,000 annually. The increases will be funded by enhanced patient and third party payor fee revenues.

These costs are part of the Department's adopted FY 2002-03 budget and can be found on page D-166 of the County's FY 2002-03 Operating Plan.

There are no facilities impacts from this change.

**C-E. Executive Summary and Discussion:**

Human Resources recommends the establishment of a Public Health Deputy Director classification. This assistant department head classification accommodates the Public Health Department's recent reorganization, which divides the department into three divisions (Administration and Support, Primary Care and Family Health, and Community Health) with a Deputy Director in charge of each; this reorganization was previously approved as part of the 02-03 budget process. Employees hired into the new class must have experience in the health care field, and could rotate to any position in the class.

Human Resources further recommends salary range 6880 (\$7,501 - \$9,157 per month) for the Public Health Deputy Director classification. This recommendation is in accordance with the County's practice of setting the salary range for multiple assistant department heads in a single class at 25% below that of the department head's class when the assistant department head and department head classifications are in the same occupational group.

Finally, this recommendation would delete three obsolete classes, Community Health Manager, Medical Services Manager, and Assistant HCS Director. In a separate letter, the Public Health Department intends to request the allocation of three positions to the new Public Health Deputy Director class and the deletion of the three positions currently assigned to the obsolete classes.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts establishing or deleting job classifications.

**Special Instructions:**

Please send one copy of the approved resolution to Susan Kean, Human Resources Department.

CC: County Administrator  
General Services  
Public Health  
Local SEIU 620

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 02-234, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Salary Resolution No. 02-234 established a Classification Plan, and authorized Departmental Position Allocation effective June 24, 2002; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 02-234, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 02-234, adopted by this Board on June 25, 2002, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective November 25, 2002:

**SECTION 2. Job Classification Table**

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<b><u>Add:</u></b>					
006634	REAL PROPERTY DIV MGR	6194	A-E	\$30.632-\$37.396	NO
005091	MEDICAL CODING SPEC SR	5200	A-E	\$18.658-\$22.778	YES
003894	PUBLIC HEALTH DEPUTY DIR	6880	A-E	\$43.129-\$52.651	NO
<b><u>Delete:</u></b>					
006632	REAL PROPETY AGENT SUPV	5994	A-E	\$27.724-\$33.846	NO

**SECTION 4. Departmental Position Allocation**

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<b><u>GENERAL SERVICES (#1620)</u></b>				
Reclass 4039				
	From: 006632		000	REAL PROPERTY AGENT SUPV
	To: 006634		001	REAL PROPERTY DIV MGR
<b><u>PUBLIC HEALTH (#5210)</u></b>				
Reclass 4829				
	From: 005090		001	MEDICAL CODING SPECIALIST
	To: 005091		001	MEDICAL CODING SPECIALIST SR

2. Except as amended by this Resolution, Resolution No. 02-234 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2002, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
11/26/02

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

**RESOLUTION OF THE BOARD OF SUPERVISORS  
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WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 02-234, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 02-234, adopted by this Board on June 25, 2002, is hereby amended by amending that (those) portion(s) of Section(s) 2 to read as follows effective February 17, 2003:

**SECTION 2. Job Classification Table**

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Delete:</u> 000800	ASST HCS DIRECTOR	6880	A-E	\$43.129-\$52.651	NO

2. Except as amended by this Resolution, Resolution No. 02-234 as amended, continues unchanged as in full force and effect.

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<u>Delete:</u>					
006328	COMMUNITY HEALTH MANAGER	6580	A-E	\$37.135-\$45.334	NO
005124	MEDICAL SERVICES MANAGER	6580	A-E	\$37.135-\$45.334	NO

2. Except as amended by this Resolution, Resolution No. 02-234 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2002, by the following vote:

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NOES:

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MICHAEL F. BROWN  
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