

**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: 11/12/04
Department Name: Human Resources
Department No.: 064
Agenda Date: 11/23/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Susan Paul, Human Resources Director
STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822
SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective November 22, 2004, as follows:

ESTABLISH JOB CLASSIFICATION

Public Health Program Coordinator (Class 006315), Range 5776 (\$4,325-\$5,280 per month).

DELETE JOB CLASSIFICATION:

Breastfeeding Coordinator (Class 001352), Range 5706 (\$4,177-\$5,099 per month).

RECLASSIFICATIONS - PUBLIC HEALTH DEPARTMENT (#5210)

1.0 FTE from Breastfeeding Coordinator (Class 001352), to Public Health Program Coordinator (006315);

0.6 FTE Staff Nurse Senior (Class 007107), to Public Health Program Coordinator (006315);

1.0 FTE Departmental Analyst (Class 002160), to Public Health Program Coordinator (006315).

Alignment with Board Strategic Plan:

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

Executive Summary and Discussion:

In response to several staffing and classification issues in Public Health, Human Resources conducted a study to identify possible staffing solutions. Human Resources recommends the creation of the class of Public Health Program Coordinator to replace Breastfeeding Coordinator. By replacing a single-position coordinator classification with a broader coordinator classification Public Health is able to use a single class for multiple departmental needs, thereby reducing the need for additional single-position classifications. The salary (5776) is set based on consideration of internal equity factors, particularly its relation to Departmental Analyst (5226), Breastfeeding Coordinator (5706), Staff Nurse Senior (5776)

and Public Health Program Administrator (5926). In addition to the three positions being reclassified, long term ripple effects are uncertain but expected to be limited.

The Public Health Department (PHD) has requested the reclassification of three positions into the class of Public Health Program Coordinator. Human Resources has worked with PHD to broaden the current Breastfeeding Coordinator classification into a class which is applicable to instances other than the original single program and allows recruitment of designated licenses, registrations, and certificates if needed. The three program areas initially impacted by this change are the Breastfeeding Program in Nutrition Services (Breastfeeding Coordinator), the Sexual Assault Response Team (SART) program in Primary Care and Family Health (Staff Nurse, Senior), and the Contracts Unit in PHD Administration (Departmental Analyst). This change allows PHD to have a position that is assigned to a program (e.g., Breastfeeding, SART, Contracts) that assumes responsibility for the operation of a program, exercises independent judgment in determining the best approach to accomplish program objectives, supervises service-level staff possibly including contractors, and assumes responsibility for developing and modifying program procedures in order to assure compliance with established policies. The emphasis of the Public Health Program Coordinator is on the coordination of program activities and related staff work.

This class establishes the classification hierarchy of PH Program Manager, PH Program Administrator, PH Program Coordinator and Departmental Analyst that allows PHD to classify and assign staff in a more appropriate and cost effective manner than currently available. Applicability of a specific class to a specific program is now better defined and allows PHD to classify those in charge of programs based on the scope of the program's complexity and other relevant factors. Before the new class there was a gap in options.

Below we have included the Public Health Department's response to the seven questions requested by the Board Chair for new classifications.

1. The Public Health Department (PHD) has requested the reclassification of three positions into the class of Public Health Program Coordinator. Human Resources has worked with PHD to broaden the current Breastfeeding Coordinator classification into a class which is applicable to other instances other than its original single program and allows recruitment of designated licenses, registrations, and certificates if needed. The three program areas initially impacted by this change are the Breastfeeding Program in Nutrition Services (Breastfeeding Coordinator), the Sexual Assault Response Team (SART) program in Primary Care and Family Health (Staff Nurse, Senior), and the Contracts Unit in PHD Administration (Departmental Analyst). This change allows PHD to have a position that is assigned to a program (e.g., Breastfeeding, SART, Contracts) that assumes responsibility for the operation of a program, exercises independent judgment in determining the best approach to accomplish program objectives, supervises service-level staff possibly including contractors, and assumes responsibility for developing and modifying program procedures in order to assure compliance with established policies. The emphasis of the Public Health Program Coordinator is on the coordination of program activities and related staff work.
2. This change allows PHD to more uniformly oversee programs appropriate to the Coordinator scope of responsibility and improves the organizational relationships when interactions occur in providing direct service or interacting with other programs within PHD or outside agencies. It strengthens the administrative background when filling vacancies, but retains specific credentialing when needed.
3. This change allows PHD to provide more uniform coordination of these programs and assigns work at this level using one class instead of three classes. It provides for appropriate supervisory designation and therefore better productivity and flexibility as these levels of programs are staffed. For example, in the Contracts Unit it allows PHD to combine a complex level of support services that previously crossed

operational divisions into on central unit that eliminates redundancy, provides uniform contract processing and establishes centralized expertise. This is measured by better contract processing, less errors and more timely completion of contracts. In other program areas PHD anticipates better audit reviews by funding agencies with a more administratively oriented PH Coordinator.

4. This class establishes the classification hierarchy of PH Program Manager, PH Program Administrator, PH Program Coordinator and Departmental Analyst that allows PHD to classify and assign staff in a more appropriate and cost effective manner than currently available. PHD now has a more complete range of classes between manager and analyst.

5. The applicability of a specific class to a specific program is now better defined and allows PHD to classify those in charge of programs based on the scope of the program's complexity and other relevant factors. Before the new class there was a gap in options. Additionally, PHD will not use more direct service-oriented positions in these situations.

6. The County Administrator's Office has reviewed and approved the organizational change and resulting impacts.

7. FISCAL IMPACT

Estimated annual increased costs for this change are \$12, 973, and for the remainder of FY 2004-05 is \$7,485. Funding for this increase will come from existing sources within the Public Health Department and will not increase the current General Fund contribution.

Special Instructions:

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: County Administrator
Public Health
SEIU Local 620

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

**IN THE MATTER OF AMENDING RESOLUTION)
NO. 04-190, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)**

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2 and 4 to read as follows effective November 22, 2004:

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>Establish:</u> 006315	PH PROGRAM COORDINATOR	5776	A-E	\$24.867-\$30.358	NO
<u>Delete:</u> 001352	BREASTFEEDING COORDINATOR	5706	A-E	\$24.015-\$29.317	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>
<u>AUDITOR-CONTROLLER (#0410)</u>				
Reclassify 5523				
From:	001352		000	BREASTFEEDING COORD
To:	006315		001	PH PROGRAM COORDINATOR
Reclassify 5617				
From:	007101	.6	000	STAFF NURSE SR
To:	006315	.6	002	PH PROGRAM COORDINATOR
Reclassify 351				
From:	002160		000	DEPT ANALYST PROGRAM
To:	006315		003	PH PROGRAM COORDINATOR

2. Except as amended by this Resolution, Resolution No. 04-190 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 _____, 2004, 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
11/23/04

By: _____ (SEAL)
Deputy Clerk