



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

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

Department Name: CEO  
Department No.: 012  
For Agenda Of: November 5, 2013  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Jeri Muth, Human Resources Director, 568-2816  
Contact Info: Theresa Duer, Assistant HR Director, 568-2822

**SUBJECT:** *Changes to Public Health Program Coordinator Job Classification*

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**Recommended Actions:**

That the Board of Supervisors adopt the resolution in Attachment A, effective November 11, 2013, changing the title of the job classification of "Public Health Program Coordinator" to "Health Care Program Coordinator."

**Summary Text:**

This classification is currently used only in the Public Health Department (PHD) to coordinate health programs and related administrative services. The Alcohol, Drug, and Mental Health Services Department (ADMHS) has a need to employ comparable professionals to provide similar duties in ADMHS operations. The recommended action is necessary to change the name of this job classification to more accurately describe both the broader areas where incumbents will work and the expanded ways in which potential employees can meet the employment standards for positions in this job classification.

**Background:**

ADMHS has a need for employees to perform duties similar to Public Health Program Coordinators. The recommended action will change the job class title to indicate its use outside of PHD and to reflect changes made to the minimum employment standards that will allow ADMHS to hire into this classification.

The changes do not add any new requirements *per se*, but rather include a wider range of professional qualifications needed to fill positions in ADMHS. For example, where incumbents in the current classification may need to be a Registered Nurse or Registered Dietitian, the revised classification requires qualifying credentials needed in ADMHS, such as being a licensed Marriage and Family Therapist or Clinical Social Worker.

Employees in this job classification are represented by the Service Employees International Union, Local 620; the County has fulfilled any requirements to meet and confer with the union regarding the recommended changes.

**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts associated with the recommended changes in this job classification.

**Special Instructions:**

Please return one copy of each of the approved and signed resolutions to Andrea Johnson in Human Resources.

**Attachments:**

Attachment A – Salary Resolution

**Authored by:** Joseph Pisano