



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: Public Health
Department No.: 041
For Agenda Of: December 8, 2015
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Dr. Takashi Wada, Director
Director(s) Public Health Department 681-5105
Contact Info: Elena Morelos, Human Resources Manager
Public Health Department 681-5377
SUBJECT: Personnel Resolution for Additional Position in Public Health Human Resources

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: CEO/Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider recommendations as follows:

- a) Approve the attached Resolution and allocate to the Public Health Department the following new position effective December 7, 2015:
 - Add: One (1) 1.0 FTE Department Business Specialist I/II (class 002177/78), Range 2177/78 (\$4,749 - \$5,798/\$5,516 - \$6,733 approximately per month).
 - Delete: One (1) 1.0 FTE Program/Business Leader (class 008027), Range 8027 (\$6,325 - \$10,436 approximately per month).
- b) Determine that the recommended actions are fiscal activities which do not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment and are thus exempt from the California Environmental Quality review pursuant to CEQA Guidelines Sections 15378(b)(4).

Summary Text:

The Public Health Department (PHD) is embarking on many new and/or improved initiatives requiring a higher level of human resources (HR) involvement including strategic planning, accreditation, privileging and credentialing, onboarding, workforce planning, and organizational development. In response to increased needs in the PHD related to HR technical assistance, PHD is requesting to add back a Department Business Specialist to the HR Unit. While many of these initiatives are best

practices, many are also the result of increased federal oversight of our Federally Qualified Health Center (FQHC) grant which requires a stronger HR and Financial Management program than most local governmental agencies generally provide. PHD is also improving accountability which has led to increased work in performance management, disciplinary actions and coaching/guidance for supervisors/managers. Additionally, with many challenging recruitments, HR staff are identifying new recruitment strategies and providing additional assistance to supervisors/managers. In order to support PHD from an HR perspective, additional HR staff is needed.

Background:

The staffing in PHD included a Department Business Specialist until 2012, when the incumbent moved to the Contracts Unit. Based on budget challenges at that time, the position was not filled and HR services have suffered as a result of this inability to fill this position. The position was subsequently flipped to a Safety Officer position to support the Employee Health and Safety Committee (EH&S) with primary responsibilities related to implementation of the immunization program, improved support of the infectious disease control program, improved overhead paging systems, updating EH&S Procedures and Policies, increased emergency drills and emergency response. During this time, HR response time for many areas such as disciplinary letters, investigation requests and recruitment planning has continued to be negatively impacted. In addition, new demands for staffing as a result of the Affordable Care Act (ACA) require that the department develop and employ new strategies for recruitment and retention of licensed medical professionals in a highly competitive labor market. Thus, based on continued increases in demands for HR services and systems, PHD is requesting to add back this position.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ -	\$ -	\$ -
State	\$ -	\$ 28,375.00	\$ -
Federal	\$ -	\$ 85,125.00	\$ -
Fees	\$ -	\$ -	\$ -
Other:Salary Savings	\$ 75,700.00		\$ -
Total	\$ 75,700.00	\$ 113,500.00	\$ -

The salary for the Program/Business Leader FY 15/16 is currently unfunded. The salary and benefits cost for the Departmental Business Specialist at Step E for the remainder of FY 15/16 is approximately \$75,700 with an ongoing cost of \$113,500. This reclassification results in an ongoing increase in costs of \$113,500. This increased cost will be covered by salary savings during FY 2015-16 and enhanced patient service revenues as a result of the Affordable Care Act (ACA) in subsequent fiscal years.

Staffing Impacts:

Approval of this recommendation will increase 1 FTE by funding a previously unfunded position and changing it to an appropriate job classification. The PHD position count will not increase.

Legal Positions:

0

FTEs:

1

Special Instructions:

Please return one (1) Minute Order of the action and one (1) signed and dated copy of the Resolution to PHD. Please email phdcu@sbcphd.org when available for pickup.

Attachments:

A. Personnel Resolution

Authored by:

Elena Morelos, Public Health Human Resources Manager