



**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:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** May 15, 2018  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Lori Gentles, Human Resources Director, 568-2816

Contact Info: Robert Clark, Employee Relations Manager, 568-2829

**SUBJECT:** Establish a job classification of Degreed Nutritionist and modify the classifications of Nutritionist and Nutrition Site Supervisor in the Public Health Department

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**County Counsel Concurrence**

As to form: N/A

Other Concurrence: N/A

As to form: No

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- A. Adopt the resolution in Attachment 1 to establish the classification of Degreed Nutritionist (Class #2320, Range #2320, \$26.092 per hour to \$31.850 per hour), to reclassify a Health Education Associate position and a Health Education Assistant-Sr. position to Degreed Nutritionist, to change the title of Nutritionist to Registered Dietitian and increase the salary by 8% (Class #6325, Range #6325, \$29.009 per hour to \$35.414 per hour), and to increase the salary of Nutrition Site Supervisor by 5% (Class #5384, Range #5384, \$33.254 per hour to \$40.596 per hour); and
- B. Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

The recommended actions establish the job classification of Degreed Nutritionist for the Public Health Department in order to create a classification aligned with the duties specializing in providing nutrition services provided by the department. Through attrition, the Public Health Department will request to reallocate vacant Health Education positions to Degreed Nutritionists. Initially, it is recommended that one Health Education Associate position (Class # 3903, \$21.591-\$26.358 per hour) and one Health Education Associate (Class # 3907, \$19.153-\$23.383 per hour) be reclassified to Degreed Nutritionist

(Class #2320, \$26.098-\$31.850 per hour). This will provide a higher level of service to the clients served by the Public Health Department, increase the capacity of the Women, Infants, and Children (WIC) Nutrition Program, and provide a career ladder for those seeking a position as a Registered Dietitian. By providing opportunities for advancement, the Public Health Department is also improving opportunities to promote from within the department and more effectively identify candidates for this position which is historically difficult to recruit.

The current position of “Nutritionist” is proposed to be retitled “Registered Dietitian” to distinguish it from the Degreed Nutritionist position, and the salary is increased by 8% to in order to be competitive with salaries in other jurisdictions. The position of Nutrition Site Supervisor is revised to reflect an increased level of independence, and the salary is increased by 5%. The changes are summarized in the following table:

<b>Current Position</b>	<b>Proposed Position</b>	<b>Proposed Action</b>
Health Education Assistant, Sr.	Degreed Nutritionist	Replace current position with new position through attrition.
Nutritionist	Registered Dietitian	Title change, 8% salary increase.
Nutrition Site Supervisor	Nutrition Site Supervisor	5% salary increase.

### **Background:**

#### **Degreed Nutritionist:**

Historically, the Public Health Department utilizes the job classification of Health Education Assistant, Senior to provide services to clients in the Women, Infants, and Children (WIC) Nutrition Program. However, the services are becoming increasingly complex and, by hiring Degreed Nutritionists, the Public Health Department better meets this increased level of service. The minimum qualification for a Health Education Assistant, Senior requires college courses in nutrition and two years of paraprofessional experience in community nutrition. The minimum requirement for Degreed Nutritionist is a Bachelor's or Master's degree in nutrition or a related field. Additionally, this change will provide promotional opportunities for Degreed Nutritionists who have become registered dietitians to promote into the Registered Dietitian classification as opportunities become available. The positions in the nutrition series have been difficult to fill, and adjusting the salaries closer to the average paid in other jurisdictions is expected to help attract applicants.

In anticipation of this change, the department has not filled two Health Education Assistant, Senior positions; instead filling them as Health Education Associates on a limited term basis pending the development of this new Degreed Nutritionist classification.

#### **Registered Dietitian:**

The current position of Nutritionist is proposed to be changed to Registered Dietitian to distinguish it from Degreed Nutritionist. This has been a difficult to fill position. The minimum qualification is to have a Bachelor's or Master's degree in nutrition or a related field, and completion of 1200 hours of supervised practice in an accredited Dietetic Internship Program. Degreed Nutritionists hired by the County may be able to get this practice on the job depending on their acceptance to specific programs that allow this option. The current salary is below the average paid by the agreed comparison agencies, and an 8% increase is proposed to bring it to the average.

**Nutrition Site Supervisor:**

Until recently the Nutrition Site Supervisors reported to a Nutrition Services Supervisor who, in turn, reported to the Public Health Program Manager. In order to flatten the organization and improve efficiency the middle level supervisory position was eliminated and some of the duties redistributed to the Nutrition Site Supervisors. A 5% increase in the salary of the Nutrition Site Supervisor is recommended to take into account that the Site Supervisors operate more independently.

**Labor Relations:**

The salaries of the positions and impact of the changes are within the mandatory scope of bargaining. The County reviewed the proposed changes with SEIU, Local 620. Local 620 approved the proposed changes with the understanding that there will be no adverse impacts to existing employees.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal	\$ 242,000.00	\$ 242,000.00	
Fees			
Other:			
Total	\$ 242,000.00	\$ 242,000.00	\$ -

**Narrative:** The two Health Educator Associate positions that have been filled on a limited term basis were included in the Department's Adopted FY 17/18 Budget at an annual cost of \$227,000. The difference between the cost of the Health Education Associate and the Degreed Nutritionist is about \$7,500/year each, fully-burdened. This increase in costs is funded by the federal Women Infants Children (WIC) grant. There will be additional salary savings in the program's budget this year due to a high-level position that will not be filled, which makes available the funding for this change, so no Budget Revision will be necessary.

**Staffing Impacts:**

**Legal Positions:**

2

**FTEs:**

2.0

**Special Instructions:** Please provide a minute order to Nicci Plata, Public Health Department

Cc: Mona Miyasato, County Executive Officer  
Teresa Maus-Nisich, Assistant County Executive Officer  
Van Do-Reynoso, Director of Public Health

Attachment 1: Resolution to establish and reallocate Degreed Nutritionist classifications, and change the title of the Nutritionist to Registered Dietitian and increase the salary by 8%, and to change the description of the of the Nutrition Site Supervisor and increase the salary by 5%.

Attachment 2: Proposed classification specifications for Degreed Nutritionist, Registered Dietitian and Nutrition Site Supervisor.

Attachment 3: Organizational Chart for WIC Program

Authored by: Nicci Plata, Human Resources Manager  
Robert Clark, Employee Relations Manager

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