



COUNTY OF HUMBOLDT

For the meeting of: 2/27/2024

File #: 24-182

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adopt the Job Classification of Assistant Director of Public Health Nursing and Allocate 1.0 Full Time Equivalent (FTE) Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the job classification of Assistant Director of Public Health Nursing (class 0498, salary range 570 bargaining unit 008) into the classification plan effective immediately;
2. Adopt the job specification (Attachment 1) for Assistant Director of Public Health Nursing (class 0498, salary range 570, bargaining unit 008) into the classification plan effective immediately;
3. Allocate 1.0 FTE Assistant Director of Public Health Nursing (salary range 570, class 0498, bargaining unit 008) in budget unit (BU) 400; effective the first full pay period following Board approval;
4. Increase the salary range for the Director of Public Health Nursing (salary range 573, class 0508) to range 580 effective the first full pay period following Board approval;
5. Increase the salary range for the Health & Human Services - Mental Health Branch Director (salary range 586, class 0545) to range 590 effective the first full pay period following Board approval;
6. Increase the salary range for the Health & Human Services - Public Health Branch Director (salary range 586, class 0544) to range 590 effective the first full pay period following Board approval;
7. Adopt the amended Comprehensive Compensation Schedule (Attachment 2) effective March 3, 2024; and
8. Adopt the resolution (Attachment 3) approving the amendments to the Compensation Plan for Designated Management & Confidential Employees effective March 3, 2024.

SOURCE OF FUNDING:

Public Health Administration Fund 1175; Mental Health Administration (1170424)

DISCUSSION:

The new classification of Assistant Director of Public Health Nursing was developed for the Public Health Branch of the Department of Health & Human Services to meet program needs. Human Resources worked with Municipal Resource Group (MRG) to determine an appropriate salary range for the Assistant Director of Public Health Nursing based on the knowledge, skills, & abilities required for the position as well as its scope of authority. Also taken into consideration were the differentials between the Public Health Nursing and Behavioral Health Nursing branches of the Department of Health & Human Services. Upon review, adding a new position into the current structure in Public Health Nursing at this level would require reevaluating the salary placements of other classifications to prevent wage compaction in the Public Health Admin and Nursing career ladders. To prevent compaction issues from arising while adding this needed classification to the current structure, MRG proposed several tiers of differentials that could be pursued, ranging from an ideal 10% differential between classifications down to a minimum of 5%. Considering the costs associated with salary increases and current wages of the admin level series, DHHS and Human Resources recommends moving forward MRG’s smallest recommended differential, which would also result in the fewest changes to admin level salaries. In doing so, HR is recommending increasing the salary of the Director of Public Health Nursing by 3.5%, from salary range 573 to salary range 580 and the Health & Human Services - Mental Health Branch Director and Health & Human Services - Public Health Branch Director by 2%, from salary range 586 to salary range 590 respectively. By increasing the salary ranges of these positions, the Assistant Director of Public Health Nursing can be added into the classification structure at an appropriate salary range while maintaining a healthy career ladder.

Staff recommends that your Board adopt the attached resolution to effectuate this classification and salary ranges in support of your Board’s Strategic Framework by providing community-appropriate levels of service.

FINANCIAL IMPACT:

Expenditures (1175-400)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	0	\$200,943	\$200,943
Additional Appropriation Requested	\$3,000	0	0
Total Expenditures	\$3,000	\$200,943	\$200,943
Funding Sources (1175-400)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
State/Federal Funds	\$3,000	\$200,943	\$200,943
Total Funding Sources	\$3,000	\$200,943	\$200,943

Expenditures (1175-400005)	FY23-24	FY24-25 Projected	FY25-26 Projected
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Budgeted Expenses	0	172,691	180,571
Additional Appropriation Requested	\$57,600	0	0
Total Expenditures	\$57,600	\$172,691	180,571
Funding Sources (1175-400005)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
State/Federal Funds	\$57,600	\$172,691	\$180,571
Total Funding Sources	\$57,600	\$172,691	\$180,571

Expenditures (1175-416)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	0	\$218,386	\$218,386
Additional Appropriation Requested	\$1,800	0	0
Total Expenditures	\$1,800	\$218,386	\$218,386
Funding Sources (1175-416)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
State/Federal Funds	\$1,800	\$218,386	\$218,386
Total Funding Sources	\$1,800	\$218,386	\$218,386

Expenditures (1170424)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$1,354.00	\$4,621.00	\$4,852.00
Additional Appropriation Requested	0	0	0
Total Expenditures	\$1,354.00	\$4,621.00	\$4,852.00
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	0	0	0
State/Federal Funds	\$1,354.00	\$4,621.00	\$4,852.00
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	\$1,354.00	\$4,621.00	\$4,852.00

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The estimated annual salary and benefit cost of the Assistant Director of Public Health Nursing will begin at \$172,691, in the fund 1175, budget unit 400005 Public Health Administration Future of Public Health. This position is fully funded by the California Department of Public Health grant agreement # FoPH-013. This position will be included in the annual budget process for future fiscal years. The adjustment of position differentials for public health staff will be paid for out of Public Health Realignment.

There is adequate salary savings in DHHS-Behavioral Health Administration budget unit 1170424 to accommodate the estimated annual salary and benefit expenditure related to adjusted salary range for Health & Human Services - Mental Health Branch Director for Fiscal Year 2023-2024. Funding sources include federal and state financial participation for Specialty Mental Health Medi-Cal Administration and Behavioral Health Realignment.

Funding to perform the classification review, adjust pay and ongoing central service costs related to

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Assistant Director of Public Health Nursing	400-0498-01	\$51.80 - \$66.47	1	0

Narrative Explanation of Staffing Impact:

This item will bring minimal impact to staffing levels, as there will be one allocation added to the structure for the Assistant Director of Public Health Nursing. Once this classification is approved, this position will be filled only when it is successfully recruited for.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

- Core Roles: Create opportunities for improved safety and health
- New Initiatives: Provide community-appropriate levels of service
- Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

Municipal Resources Group (MRG)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt this job classification. This is not recommended, as this would limit the ability of DHHS to recruit and retain staff and address succession planning needs in the Public Health branch.

ATTACHMENTS:

1. Assistant Director of Public Health Nursing Job Classification Specification
2. Compensation Schedule effective March 3, 2024.
3. Resolution No _____ approving the amendments to the Compensation Plan for Designated Management & Confidential Employees effective March 3, 2024.

PREVIOUS ACTION/REFERRAL:

File No.: 24-120

