



COUNTY OF HUMBOLDT

For the meeting of: 4/25/2023

File #: 23-486

To: Board of Supervisors
From: DHHS: Administration
Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Approve the eligible list and appointment for the Promotional Only recruitment MSS03221 Eligibility Supervisor.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the eligible list generated by the California Department of Human Resources (CalHR) for the Promotional Only recruitment MSS03221 Eligibility Supervisor pursuant to Section 7 of the Humboldt County Salary Resolution.

SOURCE OF FUNDING:

1160-511 Social Services

DISCUSSION:

Pursuant to the County of Humboldt Salary Resolution 79-150, Section 7, the Department of Health & Human Services (DHHS) recommends that the Board of Supervisors (BOS) approve the eligible list for MSS03221 and the appointment of Bryan Fleury from this eligible list to the position of Eligibility Supervisor (BU 511, Job Class #1729, Position 11) effective retroactively to March 5, 2023. Though this action is out of the ordinary, pursuant to the Humboldt County Salary Resolution, the BOS has the authority to take any action concerning employment and remuneration of county personnel.

Humboldt County Salary Resolution 79-150, SECTION 7. SPECIAL ACTIONS BY BOARD OF SUPERVISORS. Upon a four-fifths (4/5) vote, the Board of Supervisors may take any action concerning the employment and remuneration of county personnel deemed by the Board of Supervisors to be for the insurance of orderly and efficient operation of county government; and in such event such action of the Board of Supervisors shall be binding and controlling as against any inconsistent provisions of this resolution. Any salary increase given under this section shall establish a new anniversary date for such employee.

The Director of Human Resources was consulted about this action and he supported using Section 7 of the Salary Resolution to obtain authority for this eligible list and appointment. The recruitment MSS03221 was administered by CalHR in accordance with Merit System Services (MSS) recruitment practices. The recruitment was posted as “Eligibility Supervisor**Promotional Only” with a note under Supplemental Information that stated, “**THIS RECRUITMENT IS PROMOTIONAL ONLY”. The recruitment bulletin did not provide a definition for Promotional Only recruitments. CalHR considers promotional only to include both probationary and permanent status county employees. This recruitment collected applications from Dec. 15, 2022, to Jan. 5, 2023, and upon closing, CalHR screened all applications to determine which met the minimum qualifications and be passed to the next phase in the recruitment process. Consistent with CalHR’s screening practices, they screened the applications for minimum education and experience requirements. Additionally, CalHR screened applications to confirm that eligible applicants were current County of Humboldt employees, regardless of their probationary or permanent status, per MSS’ practice for Promotional Only recruitments. CalHR generated the eligible list of candidates deemed eligible for hire for recruitment MSS03221. This eligible list included Bryan Fleury, a current Eligibility Specialist II in DHHS Social Services serving his initial probationary period with the County of Humboldt. Prior to being hired with the County in December 2022, Mr. Fleury has over seventeen years of experience providing Eligibility services in Butte County, including seven years as an Employment & Eligibility Supervisor with their agency. Upon completing all steps in the recruitment and selection process, Mr. Fleury was offered the position of Eligibility Supervisor and confirmed his acceptance.

DHHS-Employee Services moved forward a Payroll/Personnel Action Form (PPAF) for Mr. Fleury’s promotion to Eligibility Supervisor effective March 5, 2023, which was received by the Human Resources department on Feb. 21, 2023. Upon reviewing the PPAF, Human Resources notified DHHS-Employee Services on Feb. 23, 2023, of a conflict between the current process for MSS Promotional Only recruitments and Humboldt County Merit System Rules Section IV.3 “Promotional Examinations”. This Merit Rule section requires an employee to successfully pass their initial probationary period before becoming eligible for promotional only recruitments and reads as follows:

“Promotional examinations are open to County employees and former employees who are in layoff status (for HDSO Unit 6 this provision applies only to former employees who have been in layoff status up to one year) and who meet both of the following conditions:

- A. Each employee shall meet all of the minimum qualifications and other requirements set forth in the examination announcement or bulletin.*
- B. Each employee shall have successfully completed the initial probationary period or, in the case of grant status employees, shall have served time in their position equal to a probationary period for that class.”***

At the time recruitment MSS03221 was advertised, DHHS and CalHR were not aware of this rule and therefore, it has not yet been incorporated into the process for Promotional Only Merit System Services (MSS) recruitments. Upon learning of this rule, CalHR advised that they do not screen for probationary status when reviewing Promotional Only recruitments for minimum qualifications, and

that this process must be developed between DHHS and Human Resources. Prior to being placed on the eligible list for MSS03221, Mr. Fleury was required to complete and pass the same recruitment steps as all other applicants. The department recognizes that Mr. Fleury should not be faulted for this change, as Promotional Only was not defined on the recruitment bulletin and a process has not yet been developed between DHHS and Human Resources to implement this into the process for Promotional Only MSS recruitments. In consulting with the Director of Human Resources about this matter, DHHS and Human Resource agreed that the only resolution would be to bring this request to your Board for approval.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY22-23	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	105,623	110,904	116,446
Additional Appropriation Requested			
Total Expenditures	\$105,623	\$110,904	\$116,449
Funding Sources (Fund, Budget Unit)	FY22-23 Adopted	FY23-24 Projected*	FY24-25 Projected*
General Fund			
State/Federal Funds	105,623	110,904	116,449
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources	\$105,623	\$110,904	\$116,449

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

Narrative Explanation of Financial Impact:

The Eligibility Supervisor position was included in the budget for fiscal year (FY) 2022/23 in Fund 1160, Budget Unit 511 Social Services. Therefore, no additional appropriation is necessary. Social Services Eligibility positions are supported through Federal, State and Local funds for CalFresh, Medi-Cal and CalWORKS. There is no impact to the General Fund.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

If approved, there would be minimal impact to staffing, as Mr. Fleury would continue to perform the duties of Eligibility Supervisor. Both Position D6 in BU 511, Job Class #1731 and Position 11 in BU 511, Job Class #1729 are funded allocations for FY 22-23.

STRATEGIC FRAMEWORK:

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

Core Roles: N/A

File #: 23-486

New Initiatives: Invest in county employees
Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the eligible list for recruitment MSS03221 and the appointment for Bryan Fleury. However, this is not recommended, as Mr. Fleury completed all required steps in the recruitment and selection process and accepted the position. The department does not have a process for rescinding a promotion for which the employee is not at fault, as Mr. Fleury began in his new position effective March 5, 2023.

ATTACHMENTS:

MSS03221 Eligibility Supervisor Recruitment Bulletin

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A