



COUNTY OF HUMBOLDT

For the meeting of: 6/27/2023

File #: 23-861

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of the Amended and Retitled Job Specifications for Behavioral Health Clinician I/II, Supervising Behavioral Health Clinician, Environmental Health Specialist I/II, Laboratory Technician I/II, Senior Laboratory Technician, and Adopt the Job Classification of Supervising Public Health Microbiologist and allocate a 1.0 FTE.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended and retitled job specification of Behavioral Health Clinician I/II (class 0909A/B, salary range 449/479) (attachment #1) Replacing Mental Health Clinician I/II (class 0909A/B, salary range 449/479) into the salary range and classification plan effective the first full pay period following Board adoption.
2. Adopt the amended and retitled job specification of Supervising Behavioral Health Clinician (class 0916, salary range 509) (attachment #2) Replacing Supervising Mental Health Clinician (class 0916, salary range 509) into the salary range and classification plan effective the first full pay period following Board adoption.
3. Adopt the amended job specification of Environmental Health Specialist I/II (class 0535A/B, salary range 406/438) (attachment #3) into the salary range and classification plan effective the first full pay period following Board adoption.
4. Adopt the amended and retitled job specification of Laboratory Technician I/II (class 1571A/B, salary range 352/372) (attachment #4) Replacing Laboratory Assistant I/II (class 1571A/B, salary range 352/372) into the salary range and classification plan effective the first full pay period following Board adoption.

5. Adopt the amended and retitled job specification of Senior Laboratory Technician (class 1572, salary range 394) (attachment #5) Replacing Senior Laboratory Assistant (class 1572, salary range 394) into the salary range and classification plan effective the first full pay period following Board adoption.
6. Adopt the job specification for Supervising Public Health Microbiologist (attachment #6) (class 0529, salary range 500, bargaining unit 03) into the classification plan effective the first full pay period following Board adoption;
7. Allocate a 1.0 FTE Supervising Public Health Microbiologist (salary range 500, class 0529 bargaining unit 03) in budget unit (BU) 400; effective the first full pay period following Board adoption;
8. Adopt the amended Comprehensive Compensation Schedule (Attachment #7) effective July 9th , 2023;
9. Adopt Resolution No. _____ (Attachment #8) approving the amendments to the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) local 1684 and Comprehensive Compensation Schedule and Classification Summary effective July 9th , 2023.

SOURCE OF FUNDING:

Public Health Administration Fund 1175

DISCUSSION:

The proposed updates to the Behavioral Health Clinician I/II and the Supervising Behavioral Health Clinician modify the driving requirements for this classification from a *must* to a *may* to appropriately describe the requirements for this classification. The updates to the Environmental Health Specialist I/II classification capture the requirements set forth by the California Department of Public Health (CDPH) and their Registered Environmental Health Specialist (REHS) program. CDPH's REHS program is required by California Health and Safety Code Sections 106600-106735 and is reflective of the demands encountered within the environmental health profession. The updates to the Laboratory Technician I/II and the Senior Laboratory Technician reflect a title change from *Assistant* to *Technician* to accurately describe the title of this classification.

The new classification of Supervising Public Health Microbiologist was developed to address the Department of Health and Human Service's (DHHS) need for a classification to oversee the day-to-day operations and activities of the Public Health Microbiologists and support staff in the Public Health Laboratory. This classification will provide oversight to laboratory processes, supervision to lower-level profession and technical staff, as well as perform difficult and complex testing and analysis.

The adoption of this classification will increase DHHS's ability to more effectively continue the services provided by the Public performing highly specialized serological and molecular procedures to assist in the detection, definition, and control of disease; evaluating and optimizing current methods, technologies, and procedures utilized in the Public Health Laboratory; and selecting, training and evaluating the work of assigned personnel.

Due to key administrative organizational support, this new classification will also be required to have knowledge of general principles and practices of budget development and implementation in order to participate in recommending changes to the Public Health Laboratory budget. This position requires a highly specialized skillset, including valid certification to practice as a Public Health Microbiologist from the California Department of Health in addition to one year of work experience as a Public Health Microbiologist II.

County Human Resources worked with Municipal Resource Group (MRG) to draft a job classification and determine a salary range for Supervising Public Health Microbiologist. The proposed salary range of 500 is based upon salary data collection during the 2019 Koff & Associates Classification & Compensation Study as well as further discussion with DHHS Administration. It is recommended that your Board adopt the attached Resolution to effectuate this classification and salary range in support of your Board's Strategic Framework by providing community-appropriate levels of service.

To ensure that the County of Humboldt is offering appropriate pay and investing in County employees, the Human Resources Department supports the recommendations put forth by MRG. Additionally, these amended and retitled job specifications have been met and conferred upon with AFSCME Local 1684, who has agreed to these proposed changes.

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

The estimated annual cost to allocate 1.0 FTE Supervising Public Health Microbiologist is \$120,869. In FY 2022-23, there are sufficient appropriations in Fund 1175, Budget Unit 400 - Public Health Administration and therefore, no supplemental budget is required. This position will be fully funded by the Future of Public Health (FoPH) allocation, which will be an ongoing allocation. This position will be included in future annual county budget cycles. There is no impact to the County General Fund.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Supervising Public Health Microbiologist	TBD	Range 500 \$ 36.54 - \$ 46.88	1.0 FTE	

Narrative Explanation of Staffing Impact:

The estimated annual cost to allocate 1.0 FTE Supervising Public Health Microbiologist is \$120,869. In FY 2022-23, there are sufficient appropriations in Fund 1175, Budget Unit 400 - Public Health Administration and therefore, no supplemental budget is required. This position will be fully funded by the Future of Public Health (FoPH) allocation, which will be an ongoing allocation. This position will be included in future annual county budget cycles. There is no impact to the County General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of investing in county employees.

OTHER AGENCY INVOLVEMENT:

Municipal Resources Group (MRG)
AFSCME Local 1684

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the job classification for the Supervising Public Health Microbiologist and amend and retitle the existing job classifications for the Behavioral Health Clinician I/II, Supervising Behavioral Health Clinician, Environmental Health Specialist I/II, Laboratory Technician I/II, and the Senior Laboratory Technician. This is not recommended, as this would limit the ability of DHHS to recruit and retain staff into this specialized classification.

ATTACHMENTS:

- Attachment 1 - Proposed Job Classification Specification for Behavioral Health Clinician I/II
- Attachment 2 - Proposed Job Classification Specification for Supervising Behavioral Health Clinician
- Attachment 3 - Proposed Job Classification Specification for Environmental Health Specialist I/II
- Attachment 4 - Proposed Job Classification Specification for Laboratory Technician I/II
- Attachment 5 - Proposed Job Classification Specification for Senior Laboratory Technician
- Attachment 6 - Proposed Job Classification Specification for Supervising Public Health Microbiologist
- Attachment 7 - Comprehensive Compensation Schedule and Classification Summary effective July 9th, 2023
- Attachment 8 - Resolution No. _____ (Attachment #8) approving the amendments to the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) local 1684 and Comprehensive Compensation Schedule and Classification Summary effective July 9th, 2023.

PREVIOUS ACTION/REFERRAL:

File #: 23-861

Board Order No.: 22-02

Meeting of: N/A

File No.: N/A