



# Mendocino County

## Legislation Text

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**File #:** 19-0819, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** September 17, 2019

**Department Contact:** Cherie Johnson

**Phone:** 234-6600

**Department Contact:** Denise Bartolomei

**Phone:** 234-6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 10 Minutes

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Health & Human Services Agency, Budget Unit 4013 - Delete One (1.0) FTE Public Health Laboratory Technician; Add One (1.0) FTE Senior Health Program Eligibility Worker; Authorize Reclassification of Affected Incumbent; and Abolish Classification of Public Health Laboratory Technician (Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Health & Human Services Agency, Budget Unit 4013 - delete one (1.0) FTE Public Health Laboratory Technician; add one (1) FTE Senior Health Program Eligibility Worker; authorize reclassification of affected incumbent; abolish classification of Public Health Laboratory Technician and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 18, 2019, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2019-2020 Budget, Resolution number 19-200.

**Summary of Request:**

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

At the request of the Health & Human Service Agency (HHSA), Human Resources conducted a study of the duties and responsibilities assigned to the Public Health Laboratory Technician incumbent. The Mendocino County Public Health Laboratory closed its doors in 2009, and the Full-Time Equivalent (FTE) Public Health Laboratory Technician is the only remaining allocated and filled position. The incumbent was found to be performing duties that are outside the scope of the Public Health Laboratory Technician classification, but within the scope of the existing Senior Health Program Eligibility Worker classification.

The Civil Service Commission approved the reclassification of incumbent, and abolishment of the Public Health Laboratory Technician classification at their regular meeting on August 21, 2019. The County has

fulfilled its communication obligation with the affected bargaining unit. The fiscal impacts below reflect approximate wages and the cost of benefits. Costs associated with this action relative to the Health & Human Services Agency are not General Fund and are allocated through federal, state and realignment funds. The increase in costs will be absorbed by the department without budget adjustment or impact to General Fund.

**Alternative Action/Motion:**

Direct staff to study alternatives.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Federal, State, Realignment - Budget **budgeted in current f/y:** No  
Unit 4013

**current f/y cost:** \$75,282 (\$2,093 increase)

**if no, please describe:** No impact to General Fund

**annual recurring cost:** \$78,146 (\$2,864 increase)

**revenue agreement:** No

**budget clarification:** No impact to General Fund, department will absorb costs.

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

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**Executed By:** Lindsey Dunham, Deputy Clerk I

**Date:** September 24, 2019

**Final Status:** **Adopted**

**Executed Item Number:** **Resolution** Number:  
19-347

