

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Nancy Nittler, Personnel Director  
**Date:** March 07, 2006  
**Subject:** Recommendation from the Civil Service Commission affecting the classification and compensation for the Department of Health and Human Services.

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**ACTION REQUESTED**

Approve the attached ordinance regarding the recommendation approved by the Civil Service Commission affecting the classification and compensation for the department of Health and Human Services.

**HEALTH AND HUMAN SERVICES**

The Civil Service Commission approved the creation of the proposed classification of Assistant Client Services Program Director for placement into the unclassified service.

**Basis for Recommendation**

Following discussions with the County Executive Office and the Director of Health and Human Services/County Health Officer, the Personnel Department is recommending the new classification of Assistant Client Services Program Director be placed in the unclassified service.

This management position will report directly to the Client Services Program Director and as the assistant division head will be responsible for the day-to-day operations of a division in the Health and Human Services Department (HHS). The Health and Human Services Department consists of the following divisions:

- Adult System of Care
- Children System of Care
- Community Health/Community Clinics
- Human Services
- Environmental Health/Animal Control
- Administration

The primary responsibilities of this position include:

- Assist the Client Services Program Director in managing and directing a division of the Department of Health and Human Services; serve as the acting Client Services Program Director in Director's absence and assume full responsibility of the division as needed.

- Assist in developing the division goals and objectives; assist in the development of policies and procedures.
- Plan, organize and direct activities and operations of the division; confer with the Client Services Program Director regarding policies and operating processes; review, evaluate and recommend changes in policies, programs and operations; mentor and coach subordinates to implement the direction of the Client Services Program Director; identify emerging issues, assess alternative strategies and action plans, and solve problems.
- Develop and implement work plans, performance measures, assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

The current plan is to place an Assistant Client Services Program Director position in the Children's System of Care (244 allocations) and the Adult System of Care (164 allocations). These divisions are staffed by a large number of employees, representing a structure and scope larger than many County departments. Both divisions offer a broad range of programs and services further increasing the complexity of the organization.

Approval of this classification into the unclassified service will be consistent with the Placer County classification plan. Both the County Executive Office and the Personnel Department support this request.

#### **FISCAL IMPACT**

The department of Health and Human Services will be required to absorb any cost impact within their current budget to implement change approved by the Civil Service Commission or otherwise recommended.

#### **RECOMMENDATION**

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.08.070 - Classified and unclassified service defined and Section 3.12.030 - Schedule of classification, salary plan and grade for the unclassified service.

**Before the Board Of Supervisors  
County of Placer, State of California**

In the matter of: An ordinance amending Placer County Code, Chapter 3, Sections 3.08.070 and 3.12.030 relating to the Health and Human Services Department

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,  
DOES HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Sections 3.08.070 and 3.12.030, are hereby amended as indicated on the attached: (Additions to ordinance shown in bold/underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days following the second reading.

**CHAPTER 3, SECTION 3.08.070**

**Assistant Client Services Program Director**

**CHAPTER 3, SECTION 3.12.030**

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN APPENDIX	GRADE
<u>11717</u>	<u>Assistant Client Services Program Director</u>	<u>MNGT-8</u>	<u>466</u>