



**MEMORANDUM**  
**HUMAN RESOURCES**  
County of Placer

TO: Board of Supervisors  
FROM: Kate Sampson, Director of Human Resources  
BY: Michelle Beauchamp, Assistant Director of Human Resources  
SUBJECT: New Classification of Director of Health and Human Services/Chief Psychiatrist

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**ACTION REQUESTED**

Adopt an ordinance, introduced September 1, 2020, amending the un-codified Schedule of Classifications and Compensation Ordinance and associated code provisions related to the creation of a new classification of Director of Health and Human Services/Chief Psychiatrist.

**BACKGROUND**

Interviews were recently completed to fill behind the upcoming retirement of Jeff Brown, Director of Health and Human Services. The interview panels, led by Todd Leopold, included a diverse selection of organizational leaders and community partners. Both panels were fortunate to meet with many outstanding and well-qualified applicants. As a result of this process, a new classification of Director of Health and Human Services/Chief Psychiatrist is needed to provide flexibility when filling the upcoming vacancy.

This appointed department head position will serve at the will of the County Executive Officer and be responsible to plan, organize, direct, and review the operations of the Department of Health and Human Services (HHS). HHS is the largest, most complex department in Placer County and includes public health, environmental health, child welfare and behavioral health services, Medi-Cal, Cal-Fresh, employment services, veterans' services, adult mental health and substance abuse services, adult protective services, clinical care services, animal services and related administrative services. In addition, this position will have responsibility to plan, organize, direct, and manage the psychiatric medical activities within the County's mental health program and serve as Medical Director, to assure that professional medical standards are followed in the provision of psychiatric services. As required, this position will also perform responsible work in psychiatry in County facilities and provide staff assistance to the Health Officer.

Based on these expanded duties the recommended salary range is ADHD 706 (\$234,936 - \$293,426), consistent with the existing Director of Health and Human Services/County Health Officer classification. In addition, as with other physician classifications, this position will be eligible to receive a 20% premium pay in recognition of multiple board certifications that are relevant to the provision of county medical and psychiatric services. Consistent with the existing Chief Psychiatrist classification, the position will also be eligible for bonus retention pay.

Proposed for consideration are three ordinances to create the classification and establish its eligibility for these compensation elements. Also incorporated in the ordinance amending salary and benefit notations (Attachment 1, Ordinance, Exhibit 2) is the unrelated reintroduction of existing code language on night shift pay that was inadvertently deleted during a recent administrative code update adopted by the Board on November 11, 2019.

**FISCAL IMPACT**

The estimated fiscal impact of the proposed new classification is \$135,140. These costs will be absorbed in the adopted budgets for the Health and Human Services Department, Administrative Services Division.

**ATTACHMENTS**

Attachment 1 – Ordinance: Amending the un-codified Schedule of Classifications and Compensation Ordinance and Associated Codes to add the Director of Health and Human Services/Chief Psychiatrist and Exhibits A, B and C

## Before the Board of Supervisors County of Placer, State of California

**In the matter of:** An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance and Associated Codes to add the Director of Health and Human Services/Chief Psychiatrist.

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

Introduced: September 1, 2020

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:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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

## Attachment 1

The following amendments are adopted regarding the un-codified Schedule of Classification and Compensation Ordinance and associated codes related to the creation of a new classification of Director of Health and Human Services/Chief Psychiatrist:

**Section 1.** The un-codified Schedule of Classifications and Compensation Ordinance is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by reference.

**Section 2.** County Code Chapter 3, Article 3.12, Section 3.12.020 regarding Classified Service Salary and Benefit Notations and Chapter 3.12.030 Unclassified Service Salary and Benefit Notations are amended as set forth Exhibit B, attached hereto and incorporated herein by reference.

**Section 3.** The compensation provisions set forth in Exhibit C, attached hereto and incorporated here by reference are hereby adopted and approved as to Placer County designated employees.

**Section 4.** That this ordinance shall be effective the first day of the pay period following adoption.

**Section 5.** That this ordinance amendment is adopted as an un-codified ordinance.



## Exhibit A

That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
11804	<b><u>Director of Health and Human Services/Chief Psychiatrist</u></b>	ADHD	706

## Exhibit B

That the following sections 3.12.020 and 3.12.030 of Article 3.12 of Chapter 3 of the Placer County Code are hereby amended to read as indicated:

### **3.12.020 Classified service—Salary and benefits notations.**

8. Night Shift Differential.

a. PPEO General and Professional Units and Confidential Employees.

i. For the purposes of this subsection, “regularly assigned to work,” means the hourly work schedule assigned to each employee.

ii. All employees regularly assigned to work fifty (50) percent or more of his or her hours between the hours of five p.m. and six a.m. shall receive a night shift differential of seven and one-half percent of base pay for all hours worked.

iii. All employees regularly assigned to work fifty (50) percent or more of his or her hours between the hours of five p.m. and six a.m. shall continue to receive the seven and one-half percent shift differential even when he or she works hours outside of the five p.m. to six a.m. time period.

iv. All employees who are not regularly assigned to work fifty (50) percent or more of his or her hours between the hours of five p.m. and six a.m. shall receive a night shift differential of seven and one-half percent of base pay for all hours worked between the hours of five p.m. and six a.m., provided the employee works a minimum of three one-hour between the period of five p.m. and six a.m., excluding any hours that are part of the employee’s regular shift.

b. Deputy Sheriffs Unit. Effective pay period 9, September 26, 2009, employees assigned to work fifty (50) percent or more of his or her hours between the hours of five p.m. and six a.m. on one or more shifts shall receive a shift differential of seven and one-half percent of base pay for all hours worked. Employees regularly assigned to work fifty (50) percent or more of his or her hours between the hours of five p.m. and six a.m. shall continue to receive the seven and one-half percent shift differential even when they work shifts that would otherwise not qualify for shift differential payments. Employees whose normal work shift does not qualify for night shift differential shall receive night shift differential when working a qualifying shift (fifty (50) percent or more of the hours are between the hours of five p.m. and six a.m.).

c. Safety Management. Effective July 23, 2004 at 5:01 p.m., safety management employees assigned to work a majority of hours of a regular shift (e.g., five hours of eight) between the hours of five p.m. (Day 1) and eight a.m. (Day 2) shall receive a night shift differential of seven and one-half percent for all hours in that shift.

### **3.12.030 Classified service—Salary and benefits notations.**

A. The classifications below shall be eligible for the incentive pays listed below:

**ADMIN. CLASSIFICATION TITLE  
CODE**

19824	Health Officer *a
19825	Chief Physician *a
19838	Physician *a
<a href="#">11804</a>	<a href="#">Director of Health and Human Services/Chief Psychiatrist *a</a>
11798	Psychiatrist – Board Eligible *b
11798	Psychiatrist – Board Certified *b
11780	Chief Psychiatrist *b

\*a Physicians are eligible to receive the following additional compensation:

Twenty (20) percent pay differential if the incumbent has one or more board certifications as recognized by the American Board of Medical Specialties, or an affiliated Board, and the California Medical Board in a specialty or specialties that are relevant to the provision of county medical/psychiatric services;

Five percent pay differential if the incumbent is eligible for one or more board certifications as recognized by the American Board of Medical Specialties, or an affiliated Board, and the California Medical Board in a specialty or specialties that are relevant to the provision of county medical/psychiatric services;

Fifteen (15) percent pay differential for forensic pathology specialization in addition to that stated above;

\*b Fifteen (15) percent pay differential for child psychiatrist specialization.

## Exhibit C

That the compensation provisions incorporated herein by this reference are hereby adopted and approved as to Placer County designated employees and shall read as follows:

### Retention Bonus

Regular unclassified employees in the classifications of **Director of Health and Human Services/Chief Psychiatrist**, Health Officer, Chief Psychiatrist, Psychiatrist – Board Eligible, and Psychiatrist – Board Certified may receive a retention bonus of 2.5% of his/her salary for hours paid every six months based on the employee's satisfactory performance of the assigned duties and responsibilities. Determination shall be made at the discretion of the Director of Health and Human Services, or his or her designee, with concurrence from the County Executive Office.

