

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

In the matter of: An ordinance amending the
Unclassified Service - Schedule of Classifications,
Salary Plan and Grade Ordinance

Ordinance No.: _____

First Reading: June 18, 2013

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:

The un-codified Unclassified Service - Schedule of Classifications, Salary Plan and Grade
Ordinance are hereby amended as follows:

Section 1. That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended and shall read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
19925	<u>Director of Health and Human Services</u>	<u>ADHD</u>	<u>679</u>

Section 2. That this ordinance shall be effective the first of the pay period following adoption.

Section 3. That this ordinance is adopted as an un-codified ordinance.

Approved

JUN 18 2013

Placer County
Board of Supervisors

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Nancy Nittler, Personnel Director *HN*
Date: June 18, 2013
Subject: Introduction of ordinance to amend the salary grade and approve revised class specification for Director of Health and Human Services

REQUESTED ACTION AND RECOMMENDATION:

It is recommended that the Board approve the following:

- 1) Approve the revised classification specification for Director of Health and Human Services
- 2) Introduce an un-codified ordinance to amend the Compensation ordinance to establish a salary grade for the revised Director of Health and Human Services

BACKGROUND:

Dr. Richard Burton has announced his impending retirement after spending the last 30 years in public service, including his time with the Marine Corps as a Naval Flight Surgeon, his time in local and state public health leadership, and his 17 years as Placer County Health Officer and almost 10 years as the department head for Health and Human Services.

Recruitment efforts to find eligible candidates for this critical position are pending the Board's adoption of a revised class specification which will separate the department head duties from the public health officer responsibilities and ascribe a salary commensurate with those duties.

This executive level management position serves at the will of the County Executive Officer and acts as the department head for the day-to-day operations of the Health and Human Services Department.

With an annual budget of \$153.5 million and 600+ positions, HHS provides a broad spectrum of services throughout the Placer County Community with direct service delivery to greater than 60,000 Placer County residents, homeowners and businesses.

The Placer approach reflects innovation, integrated and coordinated services that demonstrate the foundational belief that those services must be research based, cost effective, and sustainable. Service divisions within the HHS Department include:

Environmental Health/Public Health/Animal Services:

- **Animal Services:** Serves the citizens and animals of Placer County through active animal care and control programs, including rabies prevention, enforcement of the County Animal Control Ordinance, enforcement of the State's humane laws that protect animals from neglect and cruelty, reunification of lost animals with their owners, and programs and partnerships to place adoptable animals in good homes and to reduce animal overpopulation.
- **Public Health:** Serves all people of Placer County by protecting health; preventing disease, injury, premature death and disability; promoting healthy lifestyles, behaviors and environments; controlling communicable diseases; enforcing laws and regulations that protect health and ensure safety; facilitating access to healthcare for County Medi-Cal, California Children's Services, Child Health and Disability Prevention, Healthy Families beneficiaries; and preparing for and responding to disasters, disease outbreaks, epidemics and bioterrorism. Serves women, infants, and children (WIC) to improve nutrition and healthy development; and provides oversight for the Medical Care Services Program.
- **Environmental Health:** Uses regulatory and educational tools to ensure quality public health services such as consumer protection in retail food facilities, land use development, public water supplies, hazardous materials / wastes, and solid waste management to prevent disease, injury, and minimize environmental health hazards.

Administration:

- This division works to provide overall administrative, fiscal, and contract management to the department with the goal of increasing accountability, maximizing revenue and coordinating with other county departments.

Adult System of Care/Community Clinics:

- **Adult System of Care / Mental Health Services:** Partners with agencies in Placer County to assist adults and older adults to achieve their optimal levels of self-sufficiency and independence by providing a full spectrum of mental health services, substance-abuse treatment, in-home support services, adult protective services, and public guardian services to more than 9,500 Placer County adults in the past year. This treatment continuum includes therapeutic intervention, case management, crisis intervention, skill development, medication services, and employment services. In addition, disabled and dependent adults as well as those in crisis are protected through services in locked and unlocked inpatient and residential treatment programs. Older and dependent adults are also protected through investigations, case management, and the conservatorship process as necessary.

- Community Clinics: Provides primary outpatient care, including medical, dental and pharmacy services for Medical Care Services Program, Medi-Cal beneficiaries, Medicare-eligible patients, and others, as well as children in the Child Health and Disability Prevention Program who require treatment. Additionally, the clinics provide prevention services in the areas of women's health, child health, employee health, and communicable disease control.

Children's System of Care:

- Under the direction of the Presiding Judge of the Superior Court, Deputy Chief Probation Officer, Deputy Superintendent of Education, and the Director of Health and Human Services, Children's System of Care (CSOC) provides a full spectrum of care, support, and treatment to improve the lives of nearly 4,000 Placer County children and families each year. Services include 24-hour crisis response and investigation of child welfare and mental health concerns; emergency psychiatric assessment; parenting support; foster care and probation services; adoptions; outpatient and residential treatment services. CSOC is a nationally recognized team providing services as an interagency system comprised of Child Welfare, Mental Health, Substance Abuse, Public Health, Probation, and Education.

Human Services:

- Provides eligibility determinations for financial, medical / health, housing, food or other county temporary assistance programs, employment services such as job readiness and job search skills, and counseling, support services to assist participants to become and remain employed. Human Services also works collaboratively with Economic Development, the business community, and other community agencies to provide services that assist clients in becoming employed and achieving self-sufficiency.

A copy of the proposed changes to the classification specification are attached for your review. A salary analysis was undertaken to recommend a salary that most closely aligns with Counties comparable in their model of integrated service delivery and to establish a minimum salary level of 15% above the Assistant Director. Therefore it is recommended that the Director of Health and Human Services be placed at salary grade ADHD 679 with an approximate annual salary level of \$153,691.00 to \$186,867.00 annually.

FISCAL IMPACT:

There is no fiscal impact as a result of this change which serves to lower the salary from the previous salary range.

However, it is anticipated that additional costs could be incurred upon the determination of the replacement of a Public Health Officer which will be brought for Board action at a future date.

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cc: Dr. Richard Burton, Director Health and Human Services
Bryan Hacker, Sr. Management Analyst
Allison McCrossen, Sr. Management Analyst

Attachments:

- 1) Revised Classification Specification
- 2) Un-codified Compensation Ordinance amendment

DIRECTOR OF HEALTH AND HUMAN SERVICES

(Unclassified – At Will)

DEFINITION

To plan, organize, direct and review the activities and operations of the Department of Health and Human Services including public health, environmental health, child welfare and behavioral health services, Medi-Cal, Cal-Fresh, employment services, adult mental health and substance abuse services, adult protective services, clinical care services, animal services and related administrative services; initiates, directs and provides leadership in the delivery of integrated services toward improving public health; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the County Executive Officer.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a County department. This position serves at the pleasure of the Appointing Authority having no specified term and no property right to continuous employment and can be released without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the County Executive Officer.

Exercises direct supervision over assigned management, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plans, organizes, coordinates and directs programs, activities, and operations of the department; formulates policies and procedures; provides support and direction for policy development at the departmental and division levels; establishes and maintains objectives and action plans for accomplishment of stated and mandated goals, balance both mandated services and community needs.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Executive Officer and Board of Supervisors; prepare and present staff reports and other necessary correspondence; ensure that County policies are followed and request/recommend that the Department of Health and Human Services has adequate resources to maintain both mandated and expected levels of service.

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Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Confer with Public Health Officer on all aspects of department operations that impact the health and wellbeing of Placer residents, including but not limited to medical and clinical issues involving public health , environmental health , animal services and clinical care services.

Supervise and participate in the development and administration of the various Health and Human Services department budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Direct all operations of the Health and Human Services department in a manner that maximizes revenue, minimizes costs and eliminates duplication of services.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive and integrated health and human services program.
- Advanced principles and practices of program development and administration.
- Legislative process and current developments related to health and social programs.
- Social and economic problems affecting health and human services programs.
- Business and financial management and management information systems as related to delivery of services and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Public information principles and practices.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

- Inter-governmental relationships and regulations affecting health and human service program delivery.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Manage and direct a comprehensive and integrated health and human services program.
- Develop and implement department policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Coordinate and integrate program components in a cohesive and effective service delivery system.
- Interpret and apply County policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

At least seven (7) years of senior level management experience relating to planning, organizing and directing the operations of a large, complex department or agency with a wide variety of programs, services and funding sources similar to the Department of Health and Human Services in Placer County. Experience

in a local government agency providing health and human services in an integrated environment is preferred.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, public health, health science, sociology, psychology, counseling, behavior sciences or a related field. Possession of an advanced degree in the fields listed above is preferred.

License or Certificate:

- Must possess a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.