

**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.

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

**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: _____

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
<u>19925</u>	<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.

344