

COUNTY OF NEVADA

DEPARTMENT OF HUMAN RESOURCES

Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
(530) 265-7010
www.mynevadacounty.com

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: April 23, 2019

TO: Board of Supervisors

FROM: Steve Rose, Human Resources Director

SUBJECT: Resolution to Amend Authorized Personnel Staffing Resolution 18-240, as Amended

RECOMMENDATION: Approve the attached resolution.

FUNDING: Provided for in the 2018-2019 fiscal year budget.

BACKGROUND: Corrections and updates to the staffing resolution are submitted to the Board of Supervisors on a quarterly basis. The staffing resolution reflects corrections and revisions to the 2018/2019 staffing document through March 31, 2019, as depicted below.

The changes to the Authorized Personnel Staffing Resolution are as follows:

Community Development Agency

Building Inspection

One Office Assistant I/II position is exchanged for one Permit Processing Assistant I/II (PPA I/II) position. The PPA I/II job classification better matches the more complex duty set of the position.

Health and Human Services Agency

Behavioral Health

The department's quality assurance (QA) responsibility for the Medicaid managed care program and the Medi-Cal managed care plan for substance use disorder services is performed by 1.5 in-house staff. Additional administrative support for the QA function is obtained from established contractors. Increasing regulatory requirements which affect the QA workload require careful supervision and organization which is best served by ensuring staff are managed in-house. Thus the department is adding 0.50 Behavioral Health Therapist position while at the same time reducing its reliance on contractors.

This change enables the department to minimize its risk exposure while also increasing its Medi-Cal reimbursement percentage.

Child Support Services

Three Child Support Officer I/II positions and one Senior Child Support Officer position are exchanged for four Human Services Specialist (HSS) I/II/III/IV positions. The HSS positions serve as primary child support caseworkers, and, at the higher levels of the job series, provide integrated case worker services. The integrated case worker may provide a combination of social services and child support services for clients.

Probation, Juvenile Hall Division

One Group Supervisor I/II position is eliminated in response to reduced demand for services.

Social Services, Children's and Eligibility Services

A total of three Staff Services Analyst (SSA) I/II positions are exchanged for three Administrative Analyst I/II positions at this time. The Staff Services Analyst I/II classification series dates back to the State Merit system which the County exited. The Administrative Analyst I/II classification series is the closest, non-Merit equivalent to the SSA series. By utilizing the Administrative Analyst series, the department continues to move away from the former Merit system.

Information and General Services

Central Services Division

One Senior Office Assistant position is exchanged for one Senior Legal Office Assistant position in Central Services. The Senior Legal Office Assistant better supports the responsibilities and requirements of the position at this time.

Sheriff

Restructuring of support functions within the Sheriff's Office results in the exchange of one Administrative Analyst I/II for one Senior Administrative Analyst position; and the exchange of one Administrative Assistant I/II position for one Senior Accounting Assistant position. The Senior Administrative Analyst will be responsible for complex crime prevention studies, managing requests for sensitive data, and preparing various reports, presentations and materials in support of the Sheriff. The Senior Accounting Assistant supports the accounting and budgeting activities of the department.

Treasurer-Tax Collector

One Supervising Accounting Assistant position is exchanged for a new classification, Revenue and Collection Recovery Specialist. The new position is designed to focus on recouping uncollected debt.

As a result of these changes, the FTE count is reduced by 0.5. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 798.35 to 797.85.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director