



Legislation Details (With Board Report)

**File #:** RES 22-047      **Name:** Clinic Office Supervisor Class Study  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 2/16/2022      **In control:** Board of Supervisors  
**On agenda:** 3/1/2022      **Final action:** 3/1/2022

**Title:** Adopt a Resolution to:  
a. Amend the Health Department Budget Unit 4000-8450-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;  
b. Amend the Health Department Budget Unit 4000-8099-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 68, 5. Completed Resoltuon Item No. 68

Date	Ver.	Action By	Action	Result
3/1/2022	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:  
a. Amend the Health Department Budget Unit 4000-8450-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;  
b. Amend the Health Department Budget Unit 4000-8099-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopts a Resolution to:  
a. Amend the Health Department Budget Unit 4000-8450-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;  
b. Amend the Health Department Budget Unit 4000-8099-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

**SUMMARY/DISCUSSION:**

The Human Resources Department conducted a classification study of the two (2) Clinic Office Supervisor positions in the Health Department. The objective of the study was to determine if the positions are

appropriately classified, and if not, to recommend a classification and salary that accurately reflects the duties currently assigned to the incumbents.

The classification study was conducted and found that the incumbents are performing duties related to providing direct supervision and support to a group of Patient Services Representatives; coordinating the daily operations of a clinic or clinic call center; and performing Patient Services Representative duties. The analysis indicates that the Clinic Office Supervisor classification no longer aligns with the duties and responsibilities that the incumbents are currently performing. Given the duties and responsibilities, it was determined that the most appropriate classification within the County classification system is Supervising Patient Services Representative.

Therefore, it is recommended that the two (2) Clinic Office Supervisor positions be reallocated, and the two (2) incumbents be reclassified to the classification of Supervising Patient Services Representative.

OTHER AGENCY INVOLVEMENT:

Do to timing as it relates to the February 23, 2022, Board of Supervisors Budget Committee meeting and the deadline to have signed Board Reports in Legistar for the March 1, 2022, Board of Supervisors meeting, this item is agenda ready for consideration but has not yet been reviewed by the Board of Supervisors Budget Committee. The Human Resources Department will communicate the Board of Supervisors Budget Committee's recommendation to the Board of Supervisors.

The Health Department has reviewed and concur with the recommendations. In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

FINANCING:

The increased cost of salary and benefits for the Health Department is estimated at \$7,910 annually. Increased cost for FY 2021-22 is estimated at \$2,637, which will be financed by the Health Department's budget. Future year personnel costs will be included in the department's requested budget.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Irma Ramirez-Bough, Director of Human Resources

Attachment:  
Attachment A  
Resolution