



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

**File #:** RES 20-130      **Name:** Assistant Director of Health Services  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 8/10/2020      **In control:** Board of Supervisors  
**On agenda:** 8/18/2020      **Final action:** 8/18/2020

**Title:** Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Assistant Director of Health Services with the salary range as indicated in Attachment A effective August 15, 2020; and  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 Assistant Department Heads Designated, to add the classification of Assistant Director of Health Services and remove the classification of Director of Environmental Health as indicated in Attachment A; and  
c. Amend the Health Department Budget 4000-HEA014-8438 to Delete 1.0 FTE Bureau Chief and Add 1.0 FTE Assistant Director of Health Services as indicated in Attachment A; and  
d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A - Asst Dir Health Services 08-18-20, 3. Resolution Asst Dir Health 08-18-20, 4. Item No. 31 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
8/18/2020	1	Board of Supervisors	approved - human resources department	Pass

Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Assistant Director of Health Services with the salary range as indicated in Attachment A effective August 15, 2020; and  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 Assistant Department Heads Designated, to add the classification of Assistant Director of Health Services and remove the classification of Director of Environmental Health as indicated in Attachment A; and  
c. Amend the Health Department Budget 4000-HEA014-8438 to Delete 1.0 FTE Bureau Chief and Add 1.0 FTE Assistant Director of Health Services as indicated in Attachment A; and  
d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors take the following actions:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Assistant Director of Health Services with the salary range as indicated in Attachment A effective August 15, 2020; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10 Assistant Department Heads Designated, to add the classification of Assistant Director of Health Services and remove the classification of Director of Environmental Health as indicated in Attachment A; and

- c. Amend the Health Department Budget 4000-HEA014-8438 to Delete 1.0 FTE Bureau Chief and Add 1.0 FTE Assistant Director of Health Services as indicated in Attachment A; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Health Department is responsible for protecting the health of the entire community by collaborating with partners and community residents to improve health by advancing racial equity, enforcing laws and regulations to protect the public's health, and offering behavioral health, primary and specialty health care, and health education services. The Health Department is one of the largest and most complex departments in the County with over 1,102 budgeted positions, and a budget of approximately \$310 million for Fiscal Year 2020-2021. The Health Department has four (4) strategic initiatives:

- Empower the community to improve health
- Enhance public health and safety through prevention
- Ensure access to culturally and linguistically appropriate, customer friendly, quality health services
- Engage Health Department workforce and improve operating functions to meet current and developing population health needs

The Health Department does not have a specific position of Assistant Director of Health that would be able to appropriately act on behalf of the Director of Health in her/his absence. The Health Department requires a single incumbent classification of Assistant Director of Health to provide considerable discretion and independent judgment in the prioritization and coordination of departmental mandates, and to provide daily operational oversight to all Bureaus in the absence of the Director of Health. The broad band Bureau Chief classification which had previously been utilized, was no longer appropriate or relevant to provide overall planning, organizing, coordinating, or directing the operations of the entire Health Department operation. The Health Department submitted a request for classification study to create the classification of Assistant Director of Health Services. The classification study is now complete.

The classification study, completed by Cooperative Personnel Services, confirmed that the majority of the County's labor market agencies have an "Assistant Department Head" position in their departments, and this supports the allocation of an Assistant Department Head position in Monterey County. Furthermore, this organization structure of an Assistant Department Head is a common organizational approach within the County of Monterey.

It is therefore recommended the Board of Supervisors approve the recommended action to create the classification of Assistant Director of Health Services to ensure that the Department is able to competitively meet the market needs which is so important during this time of emergency. It is further recommended that the position of Assistant Director of Health Services replace the classification of Director of Environmental Health listed in Section A.10.2 of the Personnel Policies and Practices Resolution (PPPR) No. 98-394.

This work supports the following Monterey County Health Department 2018-2022 Strategic Plan Initiative: 4. Engage the Monterey County Health Department workforce and improve operational functions to meet current and developing population health needs. It also supports the following of the ten essential public health services, specifically: 8. Assure competent public and personal health care workforce.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Health Department concur with the recommendations.

FINANCING:

There is no additional cost to reallocate the position as the proposed salary is within the amount budgeted for the vacant Bureau Chief allocation. There are sufficient appropriations and revenues included in the Health Department's FY 2020-21 Adopted Budget (4000-HEA0014-8438). There will be no impact to the General Fund resulting from this action.

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

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

Attachments:  
Attachment A  
Resolution