



90307

DATE: March 20, 2018

TO: Board of Supervisors

FROM: John P. Mills, Deputy County Executive

SUBJECT: Classification Specification Revision - Public Health Branch Director, Healthy Communities

RECOMMENDED ACTION

Approve job specification and amend classification plan to add classification of Branch Director, Healthy Communities.

FISCAL IMPLICATIONS

The cost for the recommended action for the remainder of FY 2017-18 is approximately \$12,661 and will be absorbed within the department's existing budget appropriation. The annualized cost is approximately \$39,574 and will be included in the County Executive's FY 2018-19 Recommended Budget.

REASONS FOR RECOMMENDATION

Employee Services Agency, along with the Public Health Department, has reviewed the scope of responsibilities associated with the Public Health Division Director - Programs position. Based on the review of the current job specification, it does not accurately reflect the assigned duties and level of responsibility required of the position. Creating the new classification of Branch Director, Healthy Communities allows the position to be identified accurately and to establish employment standards necessary for the work assigned. The recommendation is for the new job specification and an associated salary adjustment.

CHILD IMPACT

The recommended action will have an impact on children and youth as the primary responsibility for this position is to direct policy and program efforts for the County's health portfolio, including children.

SENIOR IMPACT

The recommended action will have an impact on seniors as the primary responsibility for this position is to direct policy and program efforts for the County's health portfolio, including seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no sustainability implications.

BACKGROUND

Employee Services Agency reviews the classification and compensation for unrepresented executive management to ensure that the duties and compensation are reflective of the scope and responsibilities assigned, in order to recruit and retain qualified individuals. This recommendation for a new classification and salary adjustment is based on increased responsibilities and assignments associated with the Healthy Communities Branch within the Public Health Department. An appropriate classification is necessary to recruit and retain individuals who possess considerable experience and whose background matches the needs of this critical position.

Recently, the Public Health Department consisted of two Public Health Division Director positions. One position was responsible for Planning and Evaluation and the other for Programs. In 2015, the Public Health Division Director - Planning and Evaluation became vacant and was subsequently deleted in 2016. As a result of the deletion, the bulk of the responsibilities were absorbed by the incumbent in the Public Health Division Director - Programs position. At that time, no review was requested, as the overall workload was manageable within the bandwidth of the department. It has become evident that this is no longer the case.

After review, it has been determined that the focus of the position is to ensure two major Healthy Community suite of programs Community Assessment, Planning and Evaluation (CAPE) and Chronic Disease & Injury Prevention (CDIP) continue to meet key challenges and opportunities to address Chronic Disease and Injury Prevention, Childhood Feeding Collaborative, Nutrition & Wellness, Breastfeeding Services, Traffic Safety, and Tobacco Prevention. The significant oversight now required must be managed more effectively and through the leadership of a classification focused on key challenges and opportunities under CAPE and CDIP – the level of program development and policy implementation is critical for maximizing delivery of services to the community.

After assessing the duties to be assigned, it was concluded that the Public Health Division Director - Programs classification does not appropriately reflect the current role and level of responsibility needed to effectively implement the organizational changes necessary to move the department forward. Based on this review, it is recommended that the job specification be revised and retitled as Branch Director, Healthy Communities.

This action is being requested in order to provide recruitment and retention of individuals who possess considerable experience and whose background matches the needs of this critical position. The salary for the Branch Director, Healthy Communities is being recommended consistent with other leadership position of this level and is reflective of the responsibilities.

CONSEQUENCES OF NEGATIVE ACTION

The new classification will not reflect the appropriate responsibility level and compensation for the necessary job function.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors will send notification of completed processing to Patty Carrillo, ESA-Administration and Adrian Cudal, ESA-Administration.

LINKS:

- Linked From: 90305 : Adoption of Executive Leadership Salary Ordinance No. NS-20.17.08 amending Santa Clara County Executive Leadership Salary Ordinance No. NS-20.17 relating to compensation of employees deleting one Public Health Division Director-Programs position and adding one Branch Director, Healthy Communities position in the Public Health Department.

ATTACHMENTS:

- Job Specification - Branch Director Healthy Communities (DOC)