SUTTER COUNTY BOARD OF SUPERVISORS
Board Agenda Staff Report

To: Honorable Board of Supervisors
From: Nancy O'Hara, Director of Health & Human Services
Department: Health & Human Services
Subject: Adoption of Revised Job Descriptions for Public Assistance Specialist I, II III and Public Assistance Specialist Supervisor

Recommendation: Adopt the revised job descriptions for the classifications of Public Assistance Specialist I, II, III and Public Assistance Specialist Supervisor.

Background: Human Resources received a request from the Health and Human Services Department to review the job descriptions of Public Assistance Specialist I, II, III and Public Assistance Specialist Supervisor. The request originated from Merit System Services which determined that updates to the classifications are necessary for all counties due to changes in the duties performed by these positions brought about by the Affordable Care Act (ACA). A detailed study was conducted in which scope of work and span of control, decision making and judgement, and consequence of error within the classifications were examined. The scope and complexity of the job duties brought about by the ACA have increased the knowledge, skills and abilities needed to successfully perform all the functions of the classifications. Based on this, changes to the minimum qualifications (MQs) are recommended. It has been determined, based on the study and review of the classifications, that approximately one additional year of experience or college education is needed to succeed in the positions. It is believed that the recommended changes will help provide the most qualified candidates for the expanded job requirements.

The essential job functions have also been significantly updated for the listed classifications to more accurately reflect the current responsibilities.

Prior Board Action: The Board of Supervisors has not previously considered these recommended actions.

Board Alternatives: The Board could deny this request; however, Merit Systems Services would no longer support recruitment for these positions for the County which would not be most efficient for the County and specifically the Health and Human Services Department.

Other Department and/or Agency Involvement: The Health and Human Services Department has reviewed and approved the proposed changes to the job descriptions.

Action Following Approval: Human Resources will post the revised job descriptions.

Fiscal Impact: There is no fiscal impact for adoption of the job descriptions.
Standing Committee Review: Pursuant to Sutter County Administrative Policies and Procedures #305, Job description updates not affecting salary are not required to go to Committee and can be placed on the Consent Calendar.

Countywide Goals & Top Priorities Compliance: This request aligns with Countywide Goal J, “Implement forward-thinking and ‘Best Management Practices’ to ensure that County’s workforce will deploy successful succession planning necessary to enable County's employment base to become more reflective of community's changing demographics.”

Respectfully Submitted,

s/ Nancy O’Hara
Director of Health & Human Services

Attachments:
1. Eligibility Worker I-II to Eligibility Specialist I-II
2. Eligibility Worker III to Eligibility Specialist III
3. Eligibility Supervisor
4. Eligibility Worker Classification Study Report 7 7 16