

Agenda Report

April 29, 2019

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: RECLASSIFY A CLASSIFICATION IN THE DEPARTMENT OF PUBLIC HEALTH AND SET SALARY CONTROL RATES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Adopt a resolution to reclassify the classification of Director of Public Health to Director of Public Health/Health Officer and set salary control rates.

BACKGROUND:

The Human Resources Department's Employment Services Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update job classifications and control rates as duties change over time and the marketplace adjusts.

It is the City's practice to have either the Director of Public Health or Deputy Director of Public Health classification be designated as the City's Health Officer. As staff turnover and changes occurs, the Health Officer designation may move from one classification to another.

Director of Public Health / Health Officer: Reclassify the current Director of Public Health classification to Director of Public Health/Health Officer and increase the annual control rate to \$217,548 from \$206,099 to reflect the change in duties and required medical background.

Currently, the Deputy Director of Public Health serves in a dual role as Public Health Officer. Due to changes resulting from the retirement of the Director, the Director of Public Health classification will be retitled to the Director of Public Health/Health Officer and an increase to the classification's salary control rate is recommended to reflect the additional duty of Health Officer and related qualifications needed to perform that role. This classification will remain in the Non-Represented Executive Management group.

The Director of Public Health/Health Officer plans, directs and coordinates activities of the Public Health Department; implements policies and establishes procedures related to public health and related community services; directs the development and administration of the department budget; and serves as member of the City's executive leadership team. When functioning as the designated Health Officer, the Director participates in policy development and community health planning; provides overall medical direction and guidance for the Public Health Department; and is responsible for enforcing local health orders and ordinances, and regulations prescribed by the State Department of Health Services and State statutes relating to public health.

Deputy Director of Public Health: With the Health Officer role being moved to the Director classification as described above, the current classification of Health Officer/Deputy Director of Public Health will be obsoleted and the single classification of Deputy Director of Public Health used instead. This classification currently exists but has not been used since 2011. As a result, staff recommends setting the salary control rate to \$159,181 to reflect internal pay changes that have occurred since 2011. This classification will remain in the Non-Represented Management group.

The Deputy Director of Public Health functions as an Assistant Department Head and is responsible for coordinating and overseeing the day-to-day administrative and programmatic functions of the Public Health Department. Under general direction, exercises discretion in decision-making which may impact public health service delivery. Area of responsibility includes but is not limited to: personnel administration, staff development, legislative analysis and programmatic functions. Contacts include community groups, City staff and officials, Federal, State and local government bodies to communicate policy or procedure.

The recommended actions do not authorize any additional FTE. The existing Director of Public Health position will be reclassified to include the Health Officer title and responsibilities. The existing FTE for the current Health Officer/Deputy Director will now be used for the Deputy Director of Public Health classification and the proposed salary range will be lower than that which currently exists for the Health Officer/Deputy Director classification.

COUNCIL POLICY CONSIDERATION:

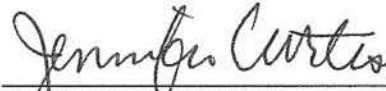
Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility.

FISCAL IMPACT:

There is no expected fiscal impact as a result of approving the recommendations. Both positions will be funded through existing appropriations from the Department of Public Health's FY19 budget.

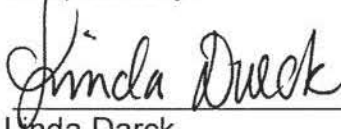
These changes will create an additional \$15,700 in potential for salary growth (including projected PERS costs) over the next two to three years as the employee moves through the new salary range. Upon implementation, the incumbent may receive an increase at the discretion of the City Manager. Future salary growth is merit-based and available on an annual basis as part of the performance evaluation process.

Respectfully submitted,



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Director of Human Resources

Prepared by:



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Acting Human Resources Manager

Approved by:



STEVE MERMELL
City Manager

ATTACHMENT A – Resolution adopting a classification and salary control rates