

The County of Yuba

Human Resources and Organizational Services



TO: Board of Supervisors

FROM: Human Resources and Organizational Services, Cindy Clark

SUBJECT: Human Resources: Adopt resolution to amend Classification System - Basic Salary / Hourly Schedule as it relates to Health and Human Services Department, effective November 1, 2020; authorize Human Resources to recruit and Health and Human Services to hire Physical Therapist and Epidemiologist candidates up to 1.30 index rate; and rescind Resolution 2020-140 and adopt new resolution to amend Department Position Allocation schedule as it relates to the District Attorney's Office, effective October 1, 2020 (Five minutes)

DATE: November 10, 2020

NUMBER: 557/2020

Recommendation

1. Adopt resolution amending the Classification System – Basic Salary / Hourly Schedule set forth in “Attachment A”, effective November, 1, 2020;
2. Authorize Human Resources to advertise for Physical Therapist and Epidemiologist up to the 1.30 index rate and authorize the Director of Health and Human Services to offer a successful applicant a salary up to the 1.30 index rate, per an assessment of qualifications and experience; and
3. Rescind Resolution No. 2020-140 and adopt new resolution amending the Department Position Allocation Schedule as it relates to the District Attorney’s Office, effective October 1, 2020

Background / Discussion

The County's salary schedule and position allocation schedule are brought to the Board intermittently throughout the fiscal year and as needed to address specific department recruitment needs, attrition, succession planning, and changes to organizational structure. The items before your Board relate to several County departments.

Health and Human Services

Physical Therapist – The allocated Physical Therapist position has been vacant for the last three years, following the retirement of a long-term employee. Human Resources and Health and Human Services have sought to find a replacement. Unfortunately, this position has proven to be a hard-to-fill and all recruitment efforts have been unsuccessful. Health and Human Services has utilized temporary solutions to ensure the required physical therapy services are still provided. However, it was never intended to be a long-term solution.

Prior to renewing our recruitment efforts, the external salary data from the surrounding counties and equivalent market data was reviewed. The data determined a salary adjustment is warranted. Thus, it is recommended your Board approve an increase to the Physical Therapist salary to match the surrounding external comparable data. Furthermore, it is recommended your Board authorize Human Resources to recruit and Health and Human Services, the hiring authority, to select a candidate up to the 1.30 index rate, which will encompass the salary range consistent with market data. It is anticipated the expanded salary range will broaden the applicant pool.

Epidemiologist – Historically, an Epidemiologist has been difficult to recruit and retain. Currently, the allocated Epidemiologist position has been vacant for approximately two years. Without an Epidemiologist, Sutter County agreed to provide epidemiology services as needed. Unfortunately, Sutter County's Epidemiologist recently resigned. With the arrival of Dr. Luu, who has a background in epidemiology, there is a revived interest to recruit for a full-time Epidemiologist.

Prior to recruiting hard-to-fill positions, it is standard for Human Resources to conduct an internal and external compensation analysis. Based on the analysis, it is recommended your Board approve a salary adjustment for this position. Additionally, with the current demand for epidemiologists it is recommended your Board authorize Human Resources to recruit and Health and Human Services the hiring authority to select a candidate up to the 1.30 index rate to broaden the applicant pool.

District Attorney's Office

Senior Deputy District Attorney – On October 13, 2020, your Board approved creating the Senior Deputy District Attorney class and allocating two positions. However, an error was present in the resolution your Board approved that day. It erroneously allocated the two Senior Deputy District Attorney positions to Community Development and Health and Human Services. For this reason, it is

recommended your Board rescind Resolution No. 2020-140 and adopt a new resolution to appropriately allocate the two Senior Deputy District Attorney positions to the District Attorney's Office.

Committee

This item has bypassed committee due to the limited number of Board meetings in the remaining calendar year and the critical need to recruit.

Fiscal Impact

Health and Human Services – Physical Therapist

General Fund – None.

Non-General Fund – None.

Source of Funds – State and Federal Public Health Revenue

Health and Human Services – Epidemiologist

General Fund – None.

Non-General Fund – Estimated cost between \$5,000 - \$21,000, depending on selected candidate

Source of Funds – State and Federal Public Health Revenue

District Attorney's Office – The action is administrative only.

Attachments

557/2020 Resolution Amending Classification System - Salary Schedule effective 11.1.2020
557/2020 Rescind Resolution 2020-140 and adopt new resolution amending Department Position Allocation Schedule effective 10.1.2020