

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

**Clerk of the Board Use Only**  
**Meeting Date**                      **Held Until**  
 / /                                      / /  
**Agenda Item No:**                      **Agenda Item No:**  
 \_\_\_\_\_

Department: Human Resources

( ) 4/5 Vote Required

Contact:  
Christina Cramer

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(707) 565-2988

Board Date:  
10/20/09

Deadline for Board Action:

**AGENDA SHORT TITLE:**

Miscellaneous Classification and Compensation

**REQUESTED BOARD ACTION:**

Resolution adopting the new classification of Senior Lactation Consultant, and authorizing a Letter of Understanding between the County and ESC Health Professional Bargaining Unit 0075, to establish the salary for Senior Lactation Consultant effective October 20, 2009.

Concurrent Resolution adopting the new classification of Assessor's Change in Ownership Supervisor, and amending the Memorandum of Understanding between the County and SEIU Local 1021, incorporating Appendix A to establish the salary for Assessor's Change in Ownership Supervisor, effective October 20, 2009.

Resolution amending the Department Allocation Lists for the Department of Health Services deleting .50 FTE Health Information Specialist II and adding .50 FTE Senior Lactation Consultant and for the Clerk/Recorder/Assessor's Office deleting 1.0 FTE Assessment Process Supervisor and adding 1.0 FTE Assessor's Change in Ownership Supervisor effective October 20, 2009.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD APPROVAL**

**Estimated Cost**                      \$      11,756

**Contingencies**                      \$  
(Fund Name:                      )

**Amount Budgeted**                      \$              0

**Unanticipated Revenue**                      \$  
(Source:                      )

**Other Avail Approp**                      \$  
(Explain below)

**Other Transfer(s)**                      \$  
(Source:                      )

**Additional Requested:**                      \$              0

**Add'l Funds Requested:**                      \$

**Explanation (if required):** The estimated cost of the reclassification of the Senior Lactation Consultant position, including salary and benefits, for FY 09-10 is \$4,947 which will be covered by additional WIC funding. The estimated cost of the reclassification of the Assessor's Change in Ownership Supervisor position, including salary and benefits, for FY 09-10 is \$6,809 which will be funded by salary savings.

**Prior Board Action(s):** None

**Alternatives - Results of Non-Approval:**

The reclassification recommendations adopted by the Civil Service Commission would not occur.

**BACKGROUND:**

**DEPARTMENT OF HEALTH SERVICES**

**New Classification of Senior Lactation Consultant**

Department of Health Services-Public Health Division-Women, Infants and Children program (DHS-PH-WIC) was one of 15 California agencies to launch the first WIC State Grant Funded Breastfeeding Peer Counselor programs (BFPC) in California in early 2006. One of the grant requirements of the BFPC program is that an International Board Certified Lactation Consultant (IBCLC) be designated to ensure that Peer Counselors demonstrate competency in counseling, documentation, and referrals through education and mentorship, as well as having a subject matter expert to counsel and educate clients.

Human Resources conducted a classification study of one Health Information Specialist II (HIS II) position which has been responsible for overseeing the WIC Breastfeeding Peer Counseling Program and acting as the IBCLC for the WIC Program. Human Resources compared the duties and knowledge against the position's current classification of HIS II and found that the HIS II classification does not adequately address the duties, knowledge or certification required to fulfill state grant requirements for the position. Since the County does not have an appropriate classification for the position, Human Resources determined that a new, lactation consulting specific classification is more appropriate.

The Senior Lactation Consultant will oversee the California WIC Breastfeeding Peer Counseling program including fulfillment of grant requirements; leading the Breast Feeding Peer Counseling team in the planning, implementation, and evaluation of breastfeeding promotion and education services; monitoring and evaluating program and service delivery; training counseling staff; implementing State required best practices, and analyzing data to determine program efficiencies.

Human Resources Staff conducted a salary survey of comparison counties and due to insufficient market data, reviewed internal classifications for salary setting purposes. Human Resources proposes setting the salary for Senior Lactation Consultant at \$6,434/monthly I-step, which is 5% above the classification of Senior Health Information Specialist based on similar responsibilities and duties but recognizing the high level of knowledge in lactation and infant and children nutrition, and the IBCLC certification requirement of the position.

In accordance with Government Code 3500 et seq., the County and ESC IFPTE Local 20, met and conferred on the matter of salary for Senior Lactation Consultant, which resulted in an agreement that sets the salary range as recommended by Human Resources.

**Attachments:** Resolutions, Attachment "A", Attachment "B", Letters of Understanding

**On File With Clerk:** Related classification studies and job classification specifications

**CLERK OF THE BOARD USE ONLY**

**Board Action (If other than "Requested")**

**Vote:**

**BACKGROUND:**

Cost: The estimated increased cost of the reclassification, including salary and benefits, for FY 09-10 is \$4,947. The ongoing annualized cost increase, including salary and benefits, is \$6,597.00

**CLERK/RECORDER/ASSESSOR'S OFFICE**

New Classification of Assessor's Change in Ownership Supervisor

On June 18, 2009 the Civil Service Commission adopted Human Resources' recommendation for a new single-position classification of Assessor's Change in Ownership Supervisor (ACOS) in the Clerk-Recorder Assessor's Office. The position was created as a result of a classification study conducted on a position of Assessment Process Supervisor (APS) job classification.

The consultant who conducted the study concluded the work now performed by the subject position has become more complex and voluminous. This new class differs from the previous class in that it now requires course work and/or completion of ownership course work sponsored by the California Assessor's Administrative Support Association (CAASA) and/or the State's Board of Equalization and five years of related technical work experience.

Due to insufficient market data from our comparison counties, Human Resources staff determined that the salary for this proposed class should be based on internal equity. Human Resources found that the ACOS works closely with the Appraiser units, so establishing a salary relationship with the supervisory class of Appraiser IV is most appropriate. Human Resources recommends the salary be set 15% below Appraiser IV at \$5,907/month I-Step, based on an analysis of compensable factors that indicate Appraiser IV is more complex and requires a higher level of professional judgment.

In accordance with Government Code 3500 et seq., SEIU Local 1021 and the County met and conferred on the matter of salary for Assessor's Change in Ownership Supervisor which resulted in an agreement which sets the salary ranges as recommended by Human Resources.

Cost: The estimated increased cost of the reclassification, including salary and benefits, for FY 09-10 is \$6,809. The estimated ongoing annualized cost increase, including salary and benefits, is \$9,079.

**Recommendation:**

The recommendations before your Board, if approved, take the following actions:

Adopt the resolution establishing the new classification of Senior Lactation Consultant, and authorizing a Letter of Understanding between the County and ESC Health Professional Bargaining Unit 0075, to establish the salary for Senior Lactation Consultant, effective October 20, 2009.

Adopt the concurrent resolution establishing the new classification of Assessor's Change in Ownership Supervisor, and amending the Memorandum of Understanding between the County and SEIU Local 1021, incorporating Appendix B to establish the salary for Assessor's Change in Ownership Supervisor, effective October 20, 2009.

Adopt the resolution amending the Department Allocation Lists for the Department of Health Services deleting .50 FTE Health Information Specialist II and adding .50 FTE Senior Lactation Consultant and for the Clerk/Recorder/Assessor's Office deleting 1.0 FTE Assessment Process Supervisor and adding 1.0 FTE Assessor's Change in Ownership Supervisor effective October 20, 2009.