

February 14, 2006

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, California 94903

**SUBJECT: Department of Health and Human Services, Division of Public Health,  
Requests Approval of Personnel Adjustment in Public Health  
Administration**

Dear Supervisors:

**Recommendations:**

1. Approve the following personnel adjustment in budget center 530 effective for the April 9, 2006 pay period.

Add 530 1.0 FTE Health & Human Services Policy Analyst Step 5 Job Class 0243

Delete 530 1.0 FTE Resource Development Administrator Step 5 Job Class 0316  
Pos # 2629

2. Approve the following budget adjustments in budget center 530:

Increase	530-1003 et al.	Salaries & Benefits	\$130
Decrease	530-1004	Ex-Hire	\$130

**SUMMARY:** The Department of Health and Human Services proposes a personnel adjustment in Public Health Administration to meet current and future Division of Public Health needs and to establish a position commensurate with the work to be performed.

With the upcoming retirement in March 2006 of a Resource Development Administrator in Public Health Administration, an analysis of the Division's needs revealed the position would be better classified as a Health and Human Services Policy Analyst. This change is consistent with the County's strategic plan especially Goal IV, Encourage Community Collaboration and Partnering. One of this position's core responsibilities will be to strengthen the Division of Public Health in this area as

well as to coordinate intra-Divisional and inter-Departmental efforts to maximize program collaborations and reduce duplicative efforts. The incumbent will provide coordination, research and analysis for the development, modification, and implementation of new or existing programs ensuring coordination with other Public Health and H&HS programs; overseeing, developing, and leading policy research; providing professional level staff support in the decision making process by conducting analytical studies; and planning, designing and conducting operational, policy and programmatic studies. These work assignments are beyond the scope of duties of a Resource Development Administrator, a position focused on expanding funding sources.

The proposed personnel adjustments can be made using existing program resources and will not result in an increase to net county cost.

**COMMUNITY BENEFIT:** This position will be a strong presence in the community, working to overcome barriers inhibiting residents from accessing services.

**FISCAL IMPACT:** There is no increase in net county cost.

REVIEWED BY:	<input checked="" type="checkbox"/> Auditor Controller	<input type="checkbox"/> N/A
	<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

Sincerely,

Larry Meredith, Ph.D.  
Director of Health and Human Services