



HUMAN RESOURCES DEPARTMENT

LAURA S. ARMOR
Director

January 27, 2009

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

SUBJECT: Classification Position Study of Epidemiology Program Coordinator (1038)

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources and the Director of Health and Human Services that your Board approve the following, effective February 8, 2009.

1. Adopt the title change from Epidemiology Program Coordinator to Epidemiology Program Services Manager.
2. Adopt the revised class specification for the Epidemiology Program Services Manager (1038) classification.
3. Adopt the following salary range for the classification Epidemiology Program Services Manager (1038).

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly:	\$ 40.89	\$ 43.04	\$ 45.30	\$ 47.67	\$ 50.17
Bi-Weekly:	\$ 3,271	\$ 3,443	\$ 3,624	\$ 3,814	\$ 4,014
Monthly:	\$ 7,088	\$ 7,460	\$ 7,852	\$ 8,263	\$ 8,696
Annual:	\$ 85,051	\$ 89,523	\$ 94,224	\$ 99,154	\$104,354

4. Reclassify the incumbent in the class of Epidemiology Program Coordinator (1038) to the revised classification of Epidemiology Program Services Manager (1038) and place the incumbent at step 5 (\$50.17) effective the pay period beginning February 8, 2009.

SUMMARY: The national, state and local landscape in public health has changed significantly since September 2001. The need for preparedness surveillance and planning; the aging population; improved epidemiology research methodologies and strategies; sophistication of interpreting biostatistical and mathematical data; prioritizing and extrapolating relevant data to respond appropriately and timely to disease and prevention risks, and reliance on utilization of data for policy and program development are the primary reasons this job has changed. The salary recommendation is based on both the external and internal market.

FISCAL IMPACT: On an annual basis including benefits, the budgeted full cost of the recommended changes will be \$9,086. Based on an effective date of the pay period beginning February 8, 2009, the prorated budgeted full cost for the remainder of the fiscal year will be \$3,145. The department will work with the County Administrator's Office to offset FY 2009-2010 costs during the A&E process. Ongoing costs will be addressed as part of the baseline budget process.

REVIEWED BY:	<input type="checkbox"/>	Auditor Controller	<input checked="" 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

Respectfully submitted,

Laura S. Armor
Director of Human Resources

Attachment

cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources
Larry Daniel, Senior Personnel Analyst, Human Resources
Janell Hampton, Administrative Analyst II, County Administrator's Office
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
Terri Hampton, Deputy Director, Human Resources
Maureen Lewis, Chief Fiscal Officer – H&HS, Health & Human Services
Larry Meredith, Director of H&HS, Health & Human Services
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT
Gerry Norton, Principal Personnel Analyst, Human Resources
Liz Paris, Deputy Director, Human Resources