



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: Establish new classification of Deputy Director of Health & Human Services – Aging and Adult Services.

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. Approve the proposed classification of Deputy Director of Health & Human Services – Aging & Adult Services (1250) in Health and Human Services.
2. Assign the classification to BU/FG 21-01, 80 hours biweekly, FLSA Exempt.
3. Adopt the following salary range for the classification Deputy Director of Health & Human Services – Aging & Adult Services (1250).

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate	\$0.00	\$0.00	\$53.85	\$56.54	\$59.37
Bi-Weekly Salary	\$0	\$0	\$4,308	\$4,523	\$4,750
Monthly Salary	\$0	\$0	\$9,334	\$9,800	\$10,291
Annual Salary	\$0	\$0	\$112,008	\$117,603	\$123,490

4. Authorize the new position and that it be filled by a promotional competitive recruitment.

SUMMARY: The County's integration of some of the Adult Social Service Programs with those comprising the Division of Aging provides an effective transitional platform to serve the rapidly growing number of older adults residing in Marin. The scope, nature, focus, responsibility level, and complexity of work are significant with the establishment of the new Division of Aging & Adult Services. The types of decisions and consequences of those decisions regarding the varied program services have elevated this position to a higher level in the organization than

January 27, 2009

Page 2

that of the former Program Manager II. The incumbent will be responsible for planning, directing and evaluating a broader scope of health related services and programs which include more varied and complex needs assessment, program and planning, implementation, evaluation, and regulatory enforcement.

FISCAL IMPACT: On an annual basis including benefits, the full cost of the recommended changes will be \$172,885. Based on an effective date of the pay period beginning February 8, 2009, the prorated full cost for the remainder of the fiscal year will be \$59,845. The cost will be offset by the reduction of a position once the promotional examination is completed.

REVIEWED BY:	()	Auditor Controller	(X)	N/A
	()	County Counsel	(X)	N/A
	(X)	Human Resources	()	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