



24-4867-01

**DATE:** April 16, 2024 (Item No. {{item.number}})

**TO:** Board of Supervisors

**FROM:** James R. Williams, County Executive

**SUBJECT:** Salary Ordinance Amendment related to Prevention Program Analyst II

### **RECOMMENDED ACTION**

Final adoption of Salary Ordinance No. NS-5.24.65, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees deleting one Prevention Program Analyst II or Prevention Program Analyst I position and adding one Program Manger I position in the Public Health Department.

### **FISCAL IMPLICATIONS**

The additional cost to the Public Health Department related to the reclassification of a Prevention Program Analyst II position is approximately \$1,086 for the remainder of Fiscal Year (FY) 2023-2024 and will be funded within the department's existing appropriation. The annualized cost is approximately \$4,559.

### **REASONS FOR RECOMMENDATION AND BACKGROUND**

During the 2023-2024 County Employees Management Association (CEMA) Classification Study Window, the incumbent submitted a request for reclassification from a Prevention Program Analyst II (PPAII) to a Program Manager I (PMI). The labor-management classification review committee reviewed and accepted the request for an individual classification study. Employee Services Agency – Human Resources (ESA-HR) conducted the study.

The Position Classification Questionnaire (PCQ) assessed the duties and scope of responsibility. In addition, a supervisor statement was completed. The review and resulting recommendations were based on the PCQ, supervisory statement, desk audit, job application for the incumbent, and the County job specifications.

The definition of the Prevention Program Analyst II is, “To develop, analyze, support, implement, and evaluate a variety of comprehensive school and community-based drug or alcohol abuse prevention programs in Santa Clara County; and to conduct analytical evaluation studies in support of program objectives involving a variety of complex social problems and prevention treatment models and plans.”

The definition of the PMI is, “Under general direction, to plan, organize, direct and control the activities and/or staff of a County program.”

The incumbent has held the PPAII position since February 22, 2021, initially overseeing the Public Health Department’s Needle Exchange Program. Subsequently, a strategic planning initiative led to a reorganization of the Needle Exchange Program into the Sexual Health and Harm Reduction Program (SHHRP), making the needle exchange program more comprehensive. In response to the opioid crisis, the department decided to start offering the low-barrier Medication-Assisted Treatment (MAT) program to SHHRP participants, requiring additional staff beyond the existing team from the Needle Exchange Program.

Consequently, the role expanded again when a grant was secured for the MAT program, which launched on August 31, 2021. The program’s goal was to receive 70 referrals in the first year; however, it received 350. The MAT program offers opioid use disorder treatment, including MAT, behavioral health interventions, linkages and referrals, and other support services. The program assists participants with overcoming barriers to care, supplying resources to prevent overdose or to reduce or stop drug usage.

Since grant funding was received in March 2021, the incumbent has been the managing lead for the MAT program. She has been responsible for hiring a team of three health educators: one (1) Health Education Specialist and two (2) Health Education Associates. Her duties have increased to include securing both grant and general funds to support the implementation of the program in addition to retaining the analyst responsibilities of the PPAII position.

The Prevention Program Analyst II focuses on developing and evaluating comprehensive prevention programs, conducting research, and providing guidance to junior staff, while the Program Manager I has managerial and supervisory responsibility for County programs. This includes fiscal management, such as determining budgetary requirements, overseeing expenses, and defining personnel resource needs and allocating them to achieve program objectives. While the incumbent performs tasks that align with their current classification, the incumbent’s responsibilities also have the additional scope of responsibility of overseeing, establishing, and making recommendation of the MAT program. The expansion of these duties is consistent with the definition and typical tasks of the PMI classification. Therefore, it is recommended that the incumbent be reclassified to a Program Manager I.

County Employees Management Association (CEMA) concurs with the recommended action.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

## **CONSEQUENCES OF NEGATIVE ACTION**

Failure to approve the recommended action would leave the incumbent inappropriately classified and compensated.

## **STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors is requested to send MinuteTraq notifications of completed processing to Julie Nguyen, Roy Bowden, Staci Bjerk, Jennifer Paredes-Fricano, and Zullay Rodriguez, Employee Services Agency Human Resources Department.

## **ATTACHMENTS:**

- NS 5 24 65 ESA Deleting one Prevention Program Analyst II and adding one Program Manager I in BU 410