

STAFF REPORT

BOARD MEETING DATE:	December 19, 2023
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CATEGORY: Regular Calendar {{item.number}}

SUBJECT: Approve classification specifications for a new position of Health and Human Services Agency (HHSA) Attorney I/II/III and adopt a Salary Resolution, effective December 31, 2023, which adds the new class series of HHSA Attorney I/II/III to the Shasta County Salary Schedule and adds 1.0 full time equivalent HHSA Attorney I/II/III allocation to the HHSA Budget (BU 502).

DEPARTMENT: Support Services

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Monica Fugitt, Director of Support Services, (530) 225-5515

STAFF REPORT APPROVED BY: Monica Fugitt, Director of Support Services

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	No General Fund Impact

RECOMMENDATION

Approve classification specifications for a new position of Health and Human Services Agency (HHSA) Attorney I/II/III and adopt a Salary Resolution, effective December 31, 2023, which adds the new class series of HHSA Attorney I/II/III to the Shasta County Salary Schedule and adds 1.0 full time equivalent HHSA Attorney I/II/III allocation to the HHSA Budget (BU 502).

DISCUSSION

HHSA has a significant number of contracts that regularly require accelerated review. Other smaller departments within the County such as District Attorney, Public Defender, and Child Support have internal Attorneys which support them with legal matters prior to items reaching the County Counsel level. To assist with the large number of contracts requiring expedited review and approval, HHSA finds it necessary to add an internal attorney position to assist with contracts in order to continue to provide timely service to the public. The duties of Health and Human Services Agency Attorney I/II/III will be limited in scope such that their function will be solely to prepare, coordinate, review, and facilitate contract review for HHSA, while County Counsel will remain as the legal advisor and authority as it pertains to all legal matters for County Departments. Any contracts prepared by Health and Human Services Agency Attorney I/II/III must be approved by County Counsel prior to execution of the contracts. County Counsel will have the final say on all contract language.

ALTERNATIVES

The Board may choose to not approve the recommendation or provide alternate direction to staff.

OTHER AGENCY INVOLVEMENT

Support Services – Personnel has prepared the Salary Resolution and reviewed this recommendation in conjunction with the County Administrative Office and County Counsel. County Counsel has concerns with housing an attorney in Health and Human Services Agency which is not directly supervised by the County Counsel.

FISCAL IMPACT

Total annual increase for 1.0 FTE HHSA Attorney II at C-step is \$168,537.60 which includes salary and benefits. This addition will be funded by the HHSA Budget (BU 502). There is no additional General Fund impact.

ATTACHMENTS:

1: Salary Resolution

2: Health and Human Services Agency Attorney I Classification Specification

3: Health and Human Services Agency Attorney II Classification Specification

4: Health and Human Services Agency Attorney III Classification Specification