



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Personnel: Employee Relations and Salary Administration  
(831) 454-2600

**Meeting Date:** February 27, 2018

**Recommended Action(s):**

1. Adopt the attached amendment to Resolution No. 279-75 to create the classification of Senior Medical Billing Technician, designate it to the General Representation bargaining unit, and set the salary range at \$29.43 - \$37.20 hourly, effective at 12:01 a.m. on February 28, 2018;
2. Adopt the attached amendment to Resolution No. 279-75 to revise the Workforce Investment Board (WIB) Director salary range to \$51.83 - \$69.21 hourly, effective at 12:01 a.m. on March 10, 2018; and
3. Authorize the Interim Personnel Director, the Auditor-Controller-Treasurer-Tax Collector, and the County Administrative Officer to take all necessary administrative actions to effectuate the changes as described in this resolution.

**Executive Summary**

The Personnel Department conducted a classification study and a salary review on behalf of the Health Services Agency and the Human Services Department which requires a Board approved resolution.

**Background**

The Personnel Department periodically submits a report to the Board that addresses routine items requiring actions by the Board. The Health Services Agency has requested the creation of a new classification of Senior Medical Billing Technician and there is a compaction issue at Human Services Department with the Workforce Investment Board (WIB) Director.

**Analysis**

This new classification of Senior Medical Billing Technician will serve as the supervisor providing guidance and day-to-day direction to subordinate staff and will be responsible for performing complex technical accounting assignments related to medical billing.

Following our analysis, we are recommending that the Board create the new Senior Medical Billing Technician, set the salary range at \$29.43 - \$37.20 per hour and designate it to the General Representation bargaining unit.

Secondly, there is a compaction issue within the Human Services Department due to the reporting structure of the Workforce Investment Board (WIB) Director and the new Economic Development Coordinator. In order to be consistent with County practice it is necessary to revise the Workforce Investment Board (WIB) Director salary range to \$51.83 - \$69.21 per hour.

**Financial Impact**

The Health Services Agency is reclassifying a vacant Senior Accounting Technician to the new classification of Senior Medical Billing Technician. The two job classifications have matching salary ranges and a salary adjustment is not necessary at this time therefore there is no financial impact.

The Workforce Investment Board Director position is funded through State and Federal funds, therefore the cost increase for salary and benefits has no impact on the General Fund.

**Submitted by:**

Ajita Patel, Interim Director

**Recommended by:**

Carlos J. Palacios, County Administrative Officer

**Attachments:**

a Resolution amending Resolution 279-75

**cc:**

SEIU - Local 521

Michael Beaton

Tania Berlinski

Lex DuFrey

Julie McGowan

Auditor-Controller-Treasurer Tax Collector

Jackie West