



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: August 16, 2022

DATE: July 8, 2022

TO: Board of County Commissioners

FROM: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.gov

THROUGH: Kevin Dick, District Health Officer, 775-328-2416, kdick@washoecounty.gov

SUBJECT: Recommendation to approve the overfill of the Administrative Health Services Officer (AHSO) not to exceed 5 months; recruitment of the AHSO overfill as a classified position; temporarily allow for both a classified and unclassified AHSO appointment in position 70002279; and allow the District Health Officer, for five months, one additional unclassified appointment for the Deputy District Health Officer position effective September 26, 2022 the first day of pay period 21 (All Commission Districts)

SUMMARY

Recommendation to approve the overfill of the Administrative Health Services Officer (AHSO) not to exceed 5 months; recruitment of the AHSO overfill as a classified position; temporarily allow for both a classified and unclassified AHSO appointment in position 70002279; and allow the District Health Officer, for five months, one additional unclassified appointment for the Deputy District Health Officer position effective September 26, 2022 the first day of pay period 21. (All Commission Districts)

Department Strategic Objective supported by this item: Organizational Capacity.

PREVIOUS ACTION

On May 17, 2022, the Board approved the Fiscal Year 2022-2023 above the base requests for the Washoe County Health District which included the creation of the Deputy District Health Officer and overfill of the Administrative Health Services Officer due to the retirement of the incumbent.

On February 24, 2022, the District Board of Health approved the Fiscal year 2022-2023 budget which included the creation of the Deputy District Health Officer and overfill of the Administrative Health Services Officer due to the retirement of the incumbent.

BACKGROUND

During the budget process for Fiscal Year 2022-2023 both the District Board of Health and the Board of County Commissioners approved the budget for the Health District. The

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budget included a new position of Deputy District Health Officer (DDHO) and an overfill of the Administrative Health Services Officer (AHSO) due to the incumbent's retirement during the fiscal year.

The DDHO is under the administrative direction of the District Health Officer, the position will provide organizational leadership, direction, and supervision to an assigned group of divisions/offices; represent the health District in dealing with public officials, representative of other jurisdictions, private industry, and members of the public. The DDHO will oversee the Health District Government Affairs Liaison, Administrative Health Services Office, Community and Clinical Health Services Division, Environmental Health Services Division, and Air Quality Management Division.

The District Health Officer is at the maximum number of unclassified appointments currently allowed per Washoe County Code 5.093 so the intent is to fill the AHSO as a five month overfill classified position, while maintaining the current unclassified AHSO incumbent until retirement so that the unclassified appointment can transfer to the DDHO. As the incumbent of the Administrative Health Services position is planning to take the accrued vacation and compensatory time off starting in October 2022 with a retirement in February 2023 it is critical to get both of the positions filled to provide a seamless transition for the delivery of all Health District administrative services.

Washoe County Code Chapter 5.210 covers the overfill appointments.

1. If an appointing authority determines that a position within the department is:
 - a) Critical to the mission of the department;
 - b) Has responsibility for a unique function; or
 - c) Requires the possession of highly specialized knowledge, skills, and abilities;the appointing authority may request that an overfill appointment to the position be made.
2. An overfill appointment is limited to six weeks overlap between the employee who is resigning the position and the incoming employee. An overfill appointment does not increase the number of permanently established positions.
3. A request for an overfill appointment must be made in the form of a written justification based upon the criteria set forth herein, along with the appropriate requisition. Approval of the director of finance and the assistant county manager assigned that department, (or the county manager if there is no assigned assistant county manager), is required. The requisition, along with written justification and signed approvals of the director of finance and assistant county manager, or county manager, must be forwarded to the department of human resources.
4. No overfill appointment request may be made unless the employee occupying the position being vacated has provided a written resignation and the appointing authority has submitted the written resignation attached to the prescribed action form.
5. Upon expiration of the period of time of the overfill appointment or sooner if the resigning employee vacates the position, the overfill appointment expires and the incoming employee fills the position of the resigning employee.

Washoe County Code Chapter 5.093 covers the unclassified service: Composition, salaries set by county commissioners. Section 1d allows for at the discretion of the elective officer or head of each department, a number of employees in each department, excluding the elective officer or department head, as designated by the elective officer or department head, which shall not exceed three percent of the permanently established positions as authorized by the board of county commissioners. If three percent of such positions is less than one employee, the elective officer or department head is entitled to at least one such unclassified employee.

Effective July 1, 2022, the Health District has 176 full-time positions and 7 part-time positions for a total of 183 permanent positions. The calculation for unclassified appointments excludes the District Health Officer and two vacant positions that are in the process of being eliminated due to the loss of Title X Family Planning grant funding so this brings the number of appointments for the Health District to 5.4 appointments ($180 \times 3\% = 5.4$). Except for when the total appointments are less than one, WCC 5.093 Code is silent on how to deal with the fraction of an employee in the appointment calculation; however, it is the practice of the County Human Resources to drop the fraction from the results of the calculation. We are currently allotted 5 unclassified appointments, however, we request that for the period of October through the end of February, five months, that an additional 1 unclassified appointment, for a total of 6, be allowed so as to hire the DDHO prior to the AHSO retirement.

With the next legislative session starting in February 2023 and the anticipated departure in October of the current AHSO it is critical to have both the DDHO and AHSO position filled and prepared to support the legislative process for public health along with the other administrative duties required of the positions.

Given both these positions are high level management positions with complex job duties and responsibilities and given that the replacement of the current AHSO as a classified position so the unclassified appointment can go to the DDHO position; the Washoe County Health District is requesting a five month exemption from Washoe County Code 5.210-Overfill appointments and 5.093-Unclassified service, so that the overfill of the AHSO and appointment of the DDHO can be done no earlier than September 26, 2022 the first day of pay period 21 thus providing a seamless transition of the high level management positions.

FISCAL IMPACT

The Fiscal Year 2023 adopted budget included anticipated costs for the Deputy District Health Officer position in the amount of \$195,551 in the Office of the District Health Officer (170202) and the overfill of the AHSO in the amount of \$65,967.17 in Administrative Health Services (170200).

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the overfill of the Administrative Health Services Officer (AHSO) not to exceed 5 months; recruitment of the AHSO overfill as a classified position; temporarily allow for both a classified and unclassified AHSO appointment in position 70002279; and allow the District Health

Officer, for five months, one additional unclassified appointment for the Deputy District Health Officer position effective September 26, 2022 the first day of pay period 21.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the overfill of the Administrative Health Services Officer (AHSO) not to exceed 5 months; recruitment of the AHSO overfill as a classified position; temporarily allow for both a classified and unclassified AHSO appointment in position 70002279; and allow the District Health Officer, for five months, one additional unclassified appointment for the Deputy District Health Officer position effective September 26, 2022 the first day of pay period 21."