MEMORANDUM

Date: February 7, 2019

To: Budget Committee

From: Brian Hatch, Health Director

RE: Proposal to change an existing position to match actual job duties

Summary:
In the Vital Records office, we currently have 2 full time positions performing the same job duties. One is classified as a Deputy Registrar, Vital Records (grade 17). The other one is an Office Specialist II (grade 13). As stated before, these two positions perform the same job duties, require the same knowledge and skills and have the same essential job functions.

The reason it was set up this way was because of the challenge of hiring someone who would meet the minimum qualifications of the Deputy Registrar, Vital Records position. The position requires 2 years of full-time work experience in a vital records office. To hire anyone with that type of experience is rare. So, in order to be able to hire a person into that office, the classification of an Office Specialist II was used and the ability to hire a person with no related vital records experience became possible.

The decision eventually ended up creating an inequity in the Vital Records office. After 2 years, the Office Specialist II had the required related work experience to meet the qualifications of the Deputy Registrar, Vital Records. The Office Specialist II continued to perform the same job duties alongside the Deputy Registrar, Vital Records for another year.

The employee in the Deputy Registrar, Vital Records position recently retired on January 31st and after the recruitment process, the Office Specialist II employee was promoted to the Deputy Registrar, Vital Records position.

We now have the Office Specialist II vacancy and would like to propose a change to prevent another future inequity situation in the Vital Records office.

Proposal:
I am proposing to change the **Office Specialist II, Merit Exempt, grade 13** position that we currently have to a **Deputy Registrar, Vital Records, Full-time Merit, grade 17** position. Not only

will this proposed reclassification accurately reflect the job expectations and duties of the employees in the office, it will also eliminate any potential inequity.

While it is rare to hire a person who meets the Deputy Registrar, Vital Records qualifications off the street, or even in-house, we would also propose the ability to under-fill as an Office Specialist II with the Career Ladder option once the minimum qualifications of the Deputy Registrar, Vital Records are met. We currently have a merit employee in the department who used to work in that office who may be interested in the position and the under-fill option may not be needed at this time.

Costs of the proposal:

Currently, the Office Specialist II position is budgeted at $37,700 plus benefits. The request to hire a Deputy Registrar – Vital Records is anticipated to be hired at the beginning of the salary range ($39,700 plus benefits) or be under-filled at a lower grade. We also have savings from attrition and the difference between the retirement of Marsha Weller (prior Deputy Registrar, Vital Records) and her replacement, Wendy Smith that would make up the difference.

I believe the budget will not be sustainably impacted with this request.

Benefits of the proposal:
As stated above, this change will prevent an inequity of employees performing the same job duties and having the same job expectations but who are classified differently as well as allowing for an under-fill option if needed with a Career Ladder upgrade once the experience has been met.

Other considerations, if applicable:

Medical marijuana distribution has been assigned to local health departments. This responsibility brings the need for increased security and staffing requirements. We have determined that the best place to provide this service will be in the Vital Records office. Having two established employees in the position of Deputy Registrar, Vital Records will be beneficial for that process and ensures we have qualified staff with appropriate levels of responsibilities to accomplish this additional responsibility.

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.