Davis COUNTY HEALTH DEPARTMENT

Physical: 22 S State Street, Clearfield, UT 84015
Mailing: PO Box 618, Farmington, UT 84025
daviscountyutah.gov/health

MEMORANDUM

Date: **February 28, 2020**

To: **Budget Committee**

From: **Brian Hatch**
Director, Health Department

RE: **Reclassification – Women, Infants & Children (WIC) Clinical Assistant to Nutritionist I, II & III**

Summary: The Clinical Assistant classification was originally created some time ago to differentiate and pay staff more for performing a higher level of skill from those who were providing very basic clerical/receptionist duties as Office Specialists in the WIC clinic. As a result, it became a natural career ladder type of movement for employees in the Office Specialist positions to be promoted into the Clinical Assistant positions. The Clinical Assistant classification does not require any formal education; only that the employee completes a certification program from the Utah WIC office. This certification from the State authorizes the employee to perform duties assisting the Registered Dietitians in determining whether clients meet nutritional risk criteria qualifying them for WIC services.

In 2019, based on the 2018 salary survey, Office Specialist II employees received a benchmark adjustment upgrade. The Office Specialist II grade changed from 11 to 13. The Clinical Assistant grade remained at 12. This upgrade for Office Specialist II positions created an inequity of pay for work skill/knowledge in the WIC clinic. One result has been Clinical Assistant employees looking to "promote" back to Office Specialist positions.

With the recent retirement of a Clinical Assistant and in order to find a solution for the inequity, we started looking at the WIC clinic staff organization and its needs. We discovered a real need for employees with stronger nutrition knowledge/skills than the current Clinical Assistant employees have even with the State certification. We discovered other WIC entities no longer utilize Clinical Assistants, but instead either employ all Registered Dietitians or those with a degree in Health/Nutrition. The most cost efficient way to improve the needs of our WIC clinic and to solve the inequity issue is to create a Nutrition Assistant classification with a minimum education requirement of a Health/Nutrition degree.

Proposal: After discussing the situation with Human Resources, I propose a reclassification of the Clinical Assistant position to a Nutrition Assistant position. I also propose the Nutrition Assistant classification incorporate a career ladder component consisting of three levels based on education and experience. The proposed classifications would be: Nutrition Assistant I at grade 13 (requiring an Associates Degree), Nutrition Assistant II at grade 14, (requiring a Bachelor's Degree or equivalent) and Nutrition Assistant III at grade 15 (requiring a Bachelor's Degree plus 6 years' experience).

Costs of the Proposal: The department, currently has five (5) Clinical Assistant positions (4 Active & 1 Vacant). The reclassifications of the 4 existing employees would require a salary adjustment of 3%. This adjustment will be approximately $5,800 and does not require a budget increase. The cost will be

absorbed within the current budget. WIC is fully funded by federal dollars, requiring no new impact on tax dollars.

Benefits of the Proposal: WIC is a nutrition focused program. With this new job classification, we will utilize employees with a stronger knowledge/skill set in nutrition. The WIC clinic will be more in alignment with other WIC entities and federal regulations. We will provide Davis County residents enrolled in WIC with better services that meet the program's quality and fidelity.

The career ladder levels will allow for hiring employees at equivalent rates of pay based on the levels of education/experience. Creating a culture that is supportive of employees and their career goals directly influences our ability to attract and retain quality employees.

I appreciate your willingness to consider this request and I look forward to presenting this at the next budget meeting, if needed. Please feel free to contact me with any questions you may have.