

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Health Services Agency *MA*

BOARD AGENDA # \*B-5

Urgent  Routine

AGENDA DATE September 13, 2011

CEO Concurs with Recommendation YES  NO   
(Information Attached) *MA*

4/5 Vote Required YES  NO

SUBJECT:

Approval to Appoint an Assistant Manager (Manager II) for the Health Services Agency Above the Midpoint of Salary Band B (\$76,960)

STAFF RECOMMENDATIONS:

Authorize the Health Services Agency's Managing Director to appoint Ms. Cheri Collett to the position of Assistant Manager (Manager II) at the Health Services Agency Clinic and Ancillary Division at an annual salary of \$76,960 which is above the midpoint of the Manager II Salary Band B.

FISCAL IMPACT:

The Fiscal Year 2011 - 2012 budget for the Clinic and Ancillary Division of the Health Services Agency (HSA) is \$46,022,583. The estimated total annual salary and benefit cost associated with this position is \$133,016, and is included in the approved budget.

BOARD ACTION AS FOLLOWS:

No. 2011-521

On motion of Supervisor Chiesa, Seconded by Supervisor Withrow

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

*Christine Ferraro*

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

**DISCUSSION:**

The Health Services Agency (HSA) Clinics and Ancillary Services Division includes six primary care clinics. These clinics are run by Registered Nurses filling Manager IV positions. The Paradise Medical Office (PMO) is the largest and most robust clinic and includes the Valley Family Medicine Residency Program and Faculty practice, as well as an Urgent Care Clinic. As such, PMO is also staffed with an Assistant Manager (Manager III) position. The Assistant Manager position became vacant in May, 2011 when the incumbent was promoted into the Clinic Manager position.

The Agency and the Chief Executive Office Human Resources Division recently conducted an open recruitment to fill the position of Registered Nurse/Assistant Manager (Manager II) of Paradise Medical Office (PMO). Recruitment information was posted on Internet websites, local newspapers, as well as posted on the Stanislaus County stanjobs web page. Thirteen (13) applications were received, eight (8) met the position's minimum qualifications and three (3) candidates were selected and interviewed by the Associate Director and Clinic Manager. Of the three (3), two were existing HSA employees. The top candidate was interviewed by the Managing Director and the HSA Human Resources Manager, and met with the PMO Clinic Chief Physician.

The top candidate for this position, Ms. Cheri Collett, obtained her Bachelor's Degree in Nursing from California State University Stanislaus in December, 2001 and should complete her Master's Degree in Nursing with an emphasis in Education within six (6) months. She has a current Registered Nurse license. Ms. Collett has over seventeen (17) years experience as a Registered Nurse in the Health Care field and with patients from underserved communities. She has held a variety of positions in management, supervision and teaching. She currently works at Planned Parenthood Mar Monte (Merced). In her current position she performs patient histories and assessments; patient counseling and associated nursing services; staff training, supervision and oversight; quality assurance for the center; disease screening; precepting Registered Nurses and Nurse Practitioners. She was also the point person for their electronic medical records adoption and has experience with specialty referral and case management.

Ms. Collett worked within the Merced County Jail for both the County of Merced and the California Forensic Medical Group which became the outsourced contractor for medical services for inmates. This direct nursing care experience for both acute and chronic conditions is highly applicable to the scope of services provided at PMO's Urgent Care Center as well as General Family Practice Medicine and the position will have direct involvement with these operations at the Paradise Medical Office.

The Agency is requesting approval to appoint Ms. Collett above the mid-point of the County's Manager II Band B to a salary of \$76,690 or \$37.00 per hour. This proposed salary is less than what she is currently earning, less than Step 5 of the Staff Nurse III

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Above the Midpoint of Salary Band B (\$76,960)

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band (\$40.43 per hour or \$84,094 per year) and less than what the two internal HSA candidates would earn if one had been promoted to this Manager II level. This salary request is fair and equitable for this level of responsibility as well as the labor market realities for Ms. Collett's level of experience and licensure. The wage requested does not consider the County's current five percent (5%) salary cost reduction currently in effect through the end of Fiscal Year 2011-2012.

**POLICY ISSUES:**

Approval of this recommendation will meet the Board of Supervisor's priorities of A Healthy Community and Efficient Delivery of Public Services by supporting healthcare services to the under served community and strengthening HSA clinic resources.

**STAFFING IMPACT:**

Approval of this recommendation will allow the Health Services Agency to fill this allocated and budgeted position.

**CONTACT PERSON:**

Mary Ann Lee, Managing Director, 209-558-7163.