



## Legislation Text

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**File #:** 22-566, **Version:** 1

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### Memorandum

**Date:** June 7, 2022

**To:** The Honorable Lake County Board of Supervisors

**From:** Jen Baker, Health Services Deputy Director

**Subject:** Appoint Staff Services Analyst, Senior, Lorraine "Rainy" Grafton to serve as Interim Health Services Program Manager effective June 1, 2022 per Lake County Personnel Rule 1604.7, Section F

#### Executive Summary:

Please accept this memorandum as the Health Department's request for approval to appoint Rainy Grafton to the interim position of Health Services Program Manager. This request is a result of staffing changes needed to maintain department operations, due to the Director of Nursing position vacancy.

On May 27, 2022, our County Human Resources Director approved the above class assignment of current Health Services Program Manager, Iyesha Miller to Interim Deputy Director. Ms. Miller's assignment as Interim Deputy will serve as an under-fill to the vacant Director of Nursing allocation. This Interim assignment will allow Ms. Miller to provide technical support, and administrative oversight to department clinical programs, ensuring continuity of services, and grant compliance.

Ms. Miller's interim assignment has now created a vacant Health Services Program Manager position, which is also essential to the operations of the department non-clinical programs. Appointing Ms. Grafton to this position will ensure that critical tasks, program compliance, and staff oversight will be completed.

Director Samac has reviewed Ms. Grafton's qualifications and has confirmed that she qualifies for this interim management assignment.

Ms. Grafton is currently a Staff Services Analyst, Senior, assigned to the Health Services Accreditation program. Ms. Grafton has worked closely with Ms. Miller since her arrival to the department in 2019, and is very well versed in all non-clinical programs. Ms. Grafton is well received

by all staff, and is an integral part of the Health Services team.

This interim appointment will be active no longer than six months. During this time the department will be working with WBCP recruitment agency to fill our vacant Director of Nursing position.

While we recruit, as per Lake County Personnel Rule 1604.7, I am requesting to appoint Staff Services Analyst, Senior, Lorraine "Rainy" Grafton as Interim Health Services Programs Manager, effective June 1, 2021. Because the Staff Services Analyst, Senior class is non-exempt and Health Services Programs Manager is exempt, as per Lake County Personnel Rule 1604.7, Section F, Board approval is needed for this interim appointment.

1604.7 WORKING ABOVE CLASSIFICATION

- A. Department Heads may authorize their employees to work above their classification with the advanced approval of the Human Resources Director. The Human Resources Director may approve initial above class assignments for a period not to exceed 90 days. Extensions to such assignments require additional review and approval by the Human Resources Director every 30 days. The position in which the employee will be working above class must be vacant and the employee working above class must meet the minimum job requirements for the vacant position.
- B. Employees who are duly authorized, directed or assigned to work above their classification shall be compensated at the base salary rate of the position to which assigned; or 5% above their normal salary rate, whichever is higher.
- C. Pay for working above class shall commence on the 16th consecutive workday of such assignment or the 16th day accumulated in any 60 calendar day period. Employees working above class who are away on leave, paid or unpaid, for a period of seven (7) or more days in a pay period shall not receive above class pay for any of the days that they were absent in that pay period. Employees must requalify for pay for working above class if they are on leave, paid or unpaid, for 60 or more consecutive calendar days.
- D. Above class assignments shall be authorized for full work days only.
- E. The employee's anniversary date shall not change as a result of this assignment.
- F. Department Heads shall **not** authorize a non-exempt staff member to work above class in an exempt service classification. If the exempt service position allocation is vacant the Department Head may make a provisional appointment. In circumstances where the position is vacant but the exempt service allocation is not vacant, or when an immediate recruitment to fill a vacant exempt service allocation is not in the Department's best interests, the Department Head may request that the Board of Supervisors make an Interim Appointment to a non-elective exempt service classification.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028** (check all that apply):

☐ Not applicable

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|--|--|--|
| <input type="checkbox"/> Well-being of Residents         | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure              | <input checked="" type="checkbox"/> County Workforce                 |
| <input type="checkbox"/> Community Collaboration         | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

**Recommended Action:** Appoint Staff Services Analyst, Senior, Lorraine “Rainy” Grafton to serve as Interim Health Services Program Manager effective June 1, 2022 per Lake County Personnel Rule 1604.7, Section F