

AGENDA ITEM NO. 8



AGENDA STAFF REPORT

City of West Covina

DATE: April 20, 2021
TO: Human Resources Commission
FROM: Helen Tran, Human Resources & Risk Management Director
SUBJECT: CONSIDERATION OF JOB DESCRIPTION AND SALARY GRADE FOR PUBLIC HEALTH OFFICER

RECOMMENDATION:

It is recommended that the City Council establish the new job description and approve the salary grade for the Public Health Officer position, by adopting the following resolution:

RESOLUTION NO. 2021-29 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE PUBLIC HEALTH OFFICER CLASS SPECIFICATIONS AND THE PAY GRADE FOR SAID CLASSIFICATION

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, reviews job descriptions and/or salary grades to ensure that our position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market.

The need to establish a Public Health Officer classification results from the City Council's direction to establish a local Health Department.

Currently, the City of West Covina receives its public health services through the Los Angeles County Department of Public Health (County Health Department). In 1936, the City of West Covina adopted Resolution No. 2, consenting to the enforcement of all orders, quarantine regulations, and rules prescribed by the State Board of Health, of all statutes relating to public health and vital statistics by the County of Los Angeles (County) Health Officer within West Covina limits (pursuant to Health and Safety Code section 101375). In 1963, West Covina entered into its current Health Services Agreement (Agreement) with the county. Pursuant to the Agreement, the county provides health department services, including the enforcement of all ordinances relating to health and sanitation, inspections, and related functions. The City's Health Code, which adopts by reference the county's Public Health Code, is outlined in Article II (Health Code) of Chapter 13 (Health and Sanitation) of the West Covina Municipal Code.

On December 1, 2020, in response to complaints from residents and the business community and a desire to provide a more appropriate response to the pandemic based on West Covina's data, the West Covina City Council directed staff to explore methods to improve local public health – including alternatives to the

County Health Department.

On December 9, 2020, the city engaged Valley Physicians Medical Group, through Dr. P. Basil Vasantachart, MD, to provide medical consulting services relating to evaluating options for establishing a local public health department.

On February 23, 2021, the City Council adopted Resolution 2021-15 and Urgency Ordinance No. 2476, terminating the Los Angeles County Public Health Officer services identified in Health and Safety Code section 101375. Staff submitted certified copies to the county by the March 1, 2021 deadline. The termination will be effective July 1, 2021.

As the City has taken action to stop consenting to the County Public Health Officer's enforcement of health orders, regulations, and statutes and is establishing a Local Health Department, the City is taking the necessary steps to create the position of Health Officer within the City of West Covina. The Public Health Officer will be an exempt position as a Department Head.

Staff recommends that the City Council approve Public Health Officer job description (Attachment No. 1), and the following salary range for the Public Health Officer:

Step	1	2	3	4	5
Monthly	\$12,864	\$13,507	\$14,183	\$14,892	\$15,637
Annual	\$154,368	\$162,084	\$170,196	\$178,704	\$187,644

On April 7, 2020, the Human Resources Commission approved establishing the new job description and salary grade for the Public Health Officer.

Prepared by: Helen Tran, Director of Human Resources/Risk Management Department

Attachments

Attachment No. 1 - Resolution No. 2021-29 (Health Officer)

Attachment No. 1 - Exhibit A to Resolution No. 2021-29
