



Administration

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MEMO

TO: Cass County Commission

FROM: Taylor Kaushagen, Commission Assistant
Tracy Peters, Human Resource Director

Date: May 14, 2024

Subject: Authorize reclassification of the Mental Health Coordinator and Behavioral Health Case Worker positions

Two weeks ago, the Personnel Overview Committee (POC) met and discussed the reclassification of the Mental Health Coordinator and Behavioral Health Case Worker positions.

The Sheriff's Office requested the reclassification of the Mental Health Coordinator position. The position is currently a C44 and the request is to reclassify the position to a C51. In 2013, this position was graded a C44 by our salary consultant, Gallaher. In April of 2022, Sheriff Jahner requested and the POC approved sending this position for reclassification. The reason for the request was that the position had taken on the supervision of the Behavioral Health Case Worker at the Jail. The position was reclassified to a C51 and the individual in that role received a promotion to the C51 position in January 2023. In March of 2023, the Sheriff's Office decided to remove the supervisory duties and return the position to a C44. The individual in the position was returned to the C44 paygrade.

In the meantime, the Behavioral Health Case Worker, obtained her master's degree and obtained a higher level of social work license and credentialing. This allows her to perform additional duties that are part of the Mental Health Coordinator's job description, however, when performing the highest-level tasks, she is required to have a supervisor sign off on her work.

In the end, we will have a C43 position that is a bachelor's degree level position, a C44 position that is a master's degree level position, and a C51 position that is a masters degree with the ability to supervise C43 and C44 work as needed. All these positions have been graded by Gallagher.

The request today is to ratify the recommendation by the POC to reclassify the Mental Health Coordinator position to a C51 and reclassify the Behavioral Health Case Worker to a C44.

SUGGESTED MOTION:

Reclassify the Mental Health Coordinator position to a C51 and reclassify the Behavioral Health Case Worker to a C44 effective June 1, 2024.