



Memorandum

To: Pam Day
Division Director

Thru: Keith Murray 
Class Studies Supervisor

From: Rob Montoya 
Class Studies Analyst

Date: December 10, 2019

Subject: Health Program Associates

Summary

The Division of Personnel & Labor Relations initiated a review of the positions allocated to the Health Program Associate job class to ensure the positions meet the definition and distinguishing characteristics as well as the intent of the class specification. These positions are assigned to the Divisions' of Public Health, Senior & Disability Services, and Health Care Services. This review precipitated from the Medical Assistant Administrator job class study.

The analyst conducted a preliminary review of the work assigned the Health Program Associate positions using the PD of record, documented the work, and provided a report of the proposed allocations to Classification and DH&SS management for review. Upon reviewing the report, management determined a full review of the positions and the assigned work was necessary to fully discover the authorities and responsibilities assigned the positions prior to their final allocation.

Formal Objectives

- Interviewing position incumbents to identify the authorities, responsibilities, work environment, and/or specializations;
- Reviewing the work of positions allocated to the Health Program Associate job class and reclassifying positions to an appropriate class when they do not belong in the class; and
- Updating class concepts as necessary.

Study Results

- The analyst conducted twenty-four incumbent interviews and eighteen supervisory interviews in order to identify the assigned authorities, responsibilities, work environment, and/or specializations;
- The analyst reviewed the work of positions allocated to the Health Program Associate job class;
- Fifteen positions are being processed as an update. One position is being reclassified up; and seven positions are being allocated to the same range, different job class; and

- The Health Program Associate job class specification has been updated to reflect the scope of work, required knowledge, skill, and entrance requirements.

The effective date for implementing the Health Program Associate job class review is December 16, 2019. Correspondence on the allocation of study positions is being distributed through the OPD system.

Cc: Sana Efird – Division Director
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