

TEHAMA COUNTY HEALTH SERVICES AGENCY



Interoffice Memo

Date: 7/21/25

To: Coral Ferrin
Personnel Director

From: Jayme Bottke
Executive Director

RE: Proposed New Health Services Assistant I/II and Senior Health Services Assistant

The Tehama County Health Services Agency (TCHSA) is requesting approval for a new Health Services Assistant I/II and Senior Health Services Assistant series. The creation of this new class specification series is predicated on the necessity to increase the minimum wages for staff in the health care industry as required by SB 525 that became effective for small counties on January 1, 2025.

The Legislation of SB 525 (Chapter 890, Statutes of 2023), SB 828 (Chapter 12, Statutes of 2024), and SB 159 (Chapter 40, Statutes of 2024), added sections 1182.14, 1182.15, and 1182.16 to the Labor Code, increasing the minimum wage for workers of certain health care employers. To receive the higher minimum wage, workers must, (1) work for certain "health care facilities" that are covered in the new law and (2) provide health care services or support the provision of health care.

The health care facilities that are covered include the following:

- A county mental health facility
- Clinics providing Primary Care
- A clinic operated by a city, county, other political subdivision of the State or the University of California.

"Health care services" or "services supporting the provision of health care" mean patient care-related services including nursing; caregiving; services provided by medical residents, interns, or fellows; and services supporting patient care including technical and ancillary services; janitorial work, housekeeping; groundskeeping; guard duties; business office clerical work; food services; laundry; medical coding and billing; call center and warehouse work; scheduling; and gift shop work.

Health Care Worker Minimum Wage Increases by Type of Health Care Facility

Type of Health Care Facility	Full Minimum Wage Schedule
Covered Health Care Facilities run by Small Counties (less than 250,000 people as of 1/1/23)	1/1/25 to 6/30/25: \$18 7/1/25 to 6/30/26: \$18.63 7/1/26 to 6/30/27: \$19.28 7/1/27 to 6/30/28: \$19.95 7/1/28 to 6/30/29: \$20.65 7/1/29 to 6/30/30: \$21.37 7/1/30 to 6/30/31: \$22.12 7/1/31 to 6/30/32: \$22.89 7/1/32 to 6/30/33: \$23.69 7/1/33 to 12/31/34: \$25 1/1/35: adjusted for inflation each year

For more information: [Health Care Worker Minimum Wage Frequently Asked Questions](#)

While every Office Assistant assignment in TCHSA may not have this mandate (e.g. certain roles in public health and our front desk at the administrative office), our positions provide coverage across the Agency and having a salary disparity would continue to cause recruitment and retention issues. As part of meeting the requirements of SB 525, we feel this also provides an opportunity to expand the breadth of activities this classification can perform. In recent years, we have seen increasing complexity with the work requirements in healthcare due to working in electronic health records and meeting increasing regulatory burdens. Our goal with this new classification series is to provide increased job duties and a salary commensurate to those tasks.

TCHSA has had trouble recruiting and retaining Office Assistant positions and one of the reasons is because of the low pay they receive for the integral functions they fulfill. After reviewing comparable positions in surrounding counties and weighing the internal positioning of this series, we have developed a recommended rate that meets criteria for SB 525. Our recommendation after looking over the ranges is that the Health Services Assistant I would be at range 17, the Health Services Assistant II at range 21, and the Senior Health Services Assistant at range 25 as there are typically four ranges between serial job classifications. The financial impact to TCHSA in making these changes in job classifications are detailed in Attachment A. These changes have been included in the final budget for FY25/26.

Thank you for your consideration of this proposal.
