

RTC Review

Department Info

Department/Division

5010 - Social Svcs

Budget Unit Number

8262 - Social Services

Department Contact Name

Rose DeFranco

Department Contact Phone

831-755-4403

Budget Cycle Info

Outside Budget Cycle FY 2023-24

Reallocation, Vacant Position

Current Classification Title

SOCIAL SERVICES AIDE I-60D10

Position Number

5010-8262-60D10-01

FTE

1

Tasks/Duties to be Performed

	Estimated % of total time spent on task/duty <i>(MUST EQUAL 100% to be able to submit)</i>	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty and attach additional pages if necessary Do not copy from the classification specification.	
1.	5	Take part with branch managers, to analyze operations, trends for operations and corrective action, assess training needs and delivery methods, strategize on ways to expand training for staff to meet the needs of constantly changing regulations, policies, and work environment.	
2.	5	Coordinate logistics associated with training classes	
3.	30	Develop, and conduct trainings for all Community Benefits staff, including all newly hired Eligibility Specialist I's. Training in all public assistance programs, State, Federal, County, and Department policies and procedures. Training is also provided to outside departments and Community Based Organizations.	
4.	30	Conduct specialized trainings for Community Benefits Branch by researching policies, procedures, and operations to incorporate new and existing information including up to date training techniques, lesson plans, and critical assessment on finalized trainings.	
5.	30	Supervise newly hired Eligibility Specialists, set expectations, monitor, and evaluate all aspects of performance, mentor, and continue to adjust training plans to meet the needs of an ever-changing environment.	
Total Percentage: 100/100		Add Task	

Reasons for Request

1. Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position.

The Community Benefits Branch continues to expand services to Monterey County residents with new expansion of services for Medi-Cal, CalFresh, and CalWORKs. In addition to the Public Health Emergency unwinding and the demands to provide training to a branch allocation of 499 staff members, continued turnover in key positions in eligibility and clerical requires continuous training of Community Benefits Staff, additionally the training and overviews for Community Based Organizations, and other Monterey County Agencies. The expansion of Medi-Cal Services and continued in depth training of new and experienced staff on Federal, State, County, and Department regulations and policies for not only, CalWORKs, CalFresh, Medi-Cal, Foster Care, and General Assistance, but Computer (State and local), Software, and training of staff on policy, regulations, and systems. Community Benefits consistently has the need to train new eligibility staff as well as clerical in all aspects of policy, regulations, and operations, while trying to manage the continues regulation changes that all existing staff are required to be trained on. The eligibility series continues to serve as a hiring base for other higher classifications within DSS.

2. Describe consequences or ramifications if the position is not approved

Staff will not be properly trained or in some instances trained in Federal, State, and local requirements for program regulations, policies, and operations. Federal and State reviews and audits could result in monetary sanctions should the branch not meet required accuracy, processing requirements, and regulator issuances of CalFresh, CalWORKs, and Medi-Cal.

3. Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

If yes, what is/are the job title(s) of the other position(s)?

Yes, Staff Trainer II.

4. Explain why duties cannot be absorbed by another existing position and or reapportion to existing positions/staff

The volume and complexity of training has far exceeded the capacity of our training team. Training of branch allocated positions and constant new hires is a constant demand on training resources. Expansion of services has grown along with staffing to include temporary staff, but capacity of trainers has not. Community Benefits Branch serves over 265,000 Monterey County residents.

Please indicate funding sources (*check all that apply*)

- General
- Matching
- Revenue
- Grant
- Federal
- State
- Other

Comments



Workflow

Submitter *

LORENA PANIAGUA-CASTRO

Submitter Email

Paniagua-Castrol@co.monterey.ca.us

Submitted on



12/15/2023 9:58:49 AM

Preparer *

ROSE DEFRANCO

Preparer Email

defrancor@co.monterey.ca.us

Approved by Preparer



12/15/2023 12:33:28 PM

Comments

12/15/2023 12:33:27 PM - (Approved)

Assigned Departmental HR Analyst *

LORENA PANIAGUA-CASTRO

Assigned Departmental HR Analyst Email

paniagua-castrol@co.monterey.ca.us

Approved By Assigned Departmental HR Analyst



12/15/2023 12:53:10 PM

Class Recommendation

STAFF TRAINER II

Class Code

14H70

Comments

12/15/2023 12:53:09 PM - Social Service Aide I (8262-60D100001) reallocate to Staff Trainer II (8262-14H7000113)(Approved)

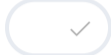
Finance Name *

BECKY CROMER

Finance Email

cromerbl@co.monterey.ca.us

Approved By Finance



12/18/2023 6:42:43 AM

Appropriation Unit

SOC005

Comments

12/18/2023 6:42:43 AM - The additional cost for the reallocation will be covered by Federal, State, and local realignment funds.(Approved)

Department Head *

RODERICK FRANKS

Department Head Email

franksrw@co.monterey.ca.us

Approved By Department Head



12/18/2023 8:50:02 AM

Comments

12/18/2023 8:50:02 AM - (Approved)

CC Team Approver Name

LAURA CARUCCI

CC Team Approver Email

caruccilr@co.monterey.ca.us

Approved By CC Team



12/21/2023 10:54:56 AM

Approved Class Title

STAFF TRAINER II

Class Code

14H70

CC Team Comments

12/21/2023 10:54:51 AM - (Approved) - LAURA CARUCCI