

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

New Allocation

Number of Allocated Positions

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.	10	Supervise, mentor, train, and develop new senior management level staff. Assist Deputy Director with succession planning, ensuring the continued development and stability of the leadership team.	
2.	35	Provide oversight of and make recommendations to the CB Deputy Director for policy development, implantation, and training to ensure compliance with all Federal, State, and County rules, regulations, policies, and guidelines governing the CB branch and the programs to which are assigned. Monitor and assess service delivery at a high level to ensure integrity behind operations.	
3.	10	Represent Community Benefits in all staff meetings, union negotiations, labor management committee meetings, JQSFC meetings, meet and confer meetings, review and approve/deny recommendations for probationary releases, and/or issuance of proposed discipline to staff in the absence of the Deputy Director or on behalf of the Deputy Director.	
4.	40	Assist the Community Benefits (CB) Deputy Director in managing, directing, and coordinating the day-to-day operations of 496 assigned staff, five (5) major service programs(CalFresh, Medi-Cal, CalWORKs, Foster-Care, and General Assistance) to ensure County, Department, and Branch policies, regulations, mandates, and objectives are met to deliver exceptional customer service to over 260,000 Monterey County Residents currently receiving these services (this number continues to grow as expansion for services and Monterey County residents increase).	
5.	5	Act as a liaison with relevant professional groups, community partners, other County/State departments, and agencies at various governmental levels to coordinate programs and services for Monterey County. Expand Monterey County participation at the State level by leading and/or joining groups to advocate for system and policy enhancements to better serve not only our community but staff as well in the delivery of services.	
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.

Community Benefits is the largest Branch within the Department of Social Services with 496 allocated positions serving four (4) district offices located in King City, Seaside, and Salinas, including a Customer Service / Regional Call Center (Affordable Care Act). The Deputy Director has twelve (12) direct reports and full oversight of the 496 branch employees along with a branch budget of almost \$100,000.00. The branch is responsible for administering all aspects of initial application and maintaining all ongoing benefits cases for eligible Monterey County residents that apply for and receive; CalFresh, Medi-Cal (including Affordable Care Act, and broadening of Medical Expansion regularly for the last 5 years) CalWORKs, Foster-Care, and General Assistance. Currently the Community Benefits Branch provides these services to more than half of Monterey County residents. In 2013 the implementation of the Affordable Care Act added not only a Regional Call Center, but more than doubled the caseload size for Community Benefits in the Medi-Cal program. During the last three years the CalFresh Caseload has shown significant increases as well moving the branch from a medium sized county to a large county as determined by the State for Corrective Action. The Assistant Deputy Director position is needed to help support the overall operations of CB.

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

As outlined above the scope of responsibility is enormous. The responsibility to ensure the critical needs of Monterey County residents are met while managing a team of this size requires the appropriate level of support. Federal, State, and County compliance as well as the development and accountability of all staff is crucial to ensure we can meet these needs.

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)?

Special Assignment of Assistant Deputy Director – a Program Manager is on special assignment as the Assistant Deputy Director currently

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

Duties are assigned to the Special Assignment Assistant Deputy Director. Community Benefits' Deputy Director needs assistance to effectively manage the various programs under CB.

Please indicate funding sources (check all that apply)

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

Comments

Position will be funded with 87% Revenue \$222,562 and 13% County Share (\$33,257) which will be supplied thru '91 Realignment.

Workflow

Submitter *

LORENA PANIAGUA-CASTRO

Submitter Email

Paniagua-Castrol@co.monterey.ca.us

Submitted on



1/10/2024 5:50:43 PM

Preparer *

ROSE DEFRANCO

Preparer Email

defrancor@co.monterey.ca.us

Approved by Preparer



1/11/2024 9:46:26 AM

Comments

1/11/2024 9:46:26 AM - (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



1/17/2024 1:40:45 PM

Class Recommendation

Assistant Deputy Director Social Services

Class Code

60103

Comments

1/17/2024 1:40:45 PM - 8262-60103-01(Approved)

Finance Name *

BECKY CROMER

Finance Email

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Approved By Finance



1/18/2024 11:35:10 AM

Appropriation Unit

SOC005

Comments

1/18/2024 11:35:10 AM - (Approved)

Department Head *

RODERICK FRANKS

Department Head Email

franksrw@co.monterey.ca.us

Approved By Department Head



1/18/2024 11:36:28 AM

Comments

1/18/2024 11:36:28 AM - (Approved)

CC Team Approver Name

LAURA CARUCCI

CC Team Approver Email

caruccilr@co.monterey.ca.us

Approved By CC Team



1/18/2024 2:37:45 PM

Approved Class Title

Assistant Deputy Director Social Services

Class Code

60103

CC Team Comments

1/18/2024 2:37:39 PM - (Approved) - LAURA CARUCCI