



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 15-0148

March 03, 2015

Introduced: 2/13/2015

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

- a. Approve and authorize to amend the Department of Social Services Budget Unit 001-5010-SOC005-8262 to add one (1) FTE Administrative Services Assistant and reallocate one (1) FTE Office Assistant II to one (1) FTE Social Services Aide II; and
- b. Approve and authorize the County Administrative Office to incorporate the changes to the FY 2014-15 Adopted Budget in Fund 001-5010-SOC005-8262 to reflect the change in position counts.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize to amend the Department of Social Services Budget Unit 001-5010-SOC005-8262 to add one (1) FTE Administrative Services Assistant and reallocate one (1) FTE Office Assistant II to one (1) FTE Social Services Aide II; and
- b. Approve and authorize the County Administrative Office to incorporate the changes to the FY 2014-15 Adopted Budget in Fund 001-5010-SOC005-8262 to reflect the change in position counts.

SUMMARY/DISCUSSION:

Social Services is requesting the addition of one (1) Administrative Services Assistant position to implement a new quality assurance process of case reviews in Child Welfare Services. This is new federal guidance to states and counties to expand best practice and implement continuous quality improvement systems. The California Department of Social Services has provided additional funding to the Department to address these new requirements.

In addition, DSS is requesting the reallocation of one (1) Office Assistant II to one (1) Social Services Aide II position to address unmet needs associated with transportation, translation and parent-child supervised visitation for children and families in the child welfare system.

These changes have no impact to the County General Fund Contributions.

<u>Classification</u>	<u>Code</u>	<u>Current</u>	<u>Changes</u>	<u>Revise</u>
Administrative Services Assistant	14C70	7.0	1.0	8.0
Office Assistant II	80E21	91.0	-1.0	90.0
Social Services Aide II	60D11	61.0	1.0	62.0
Total Change			1.0	

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and Merit Systems Services have reviewed and approved the recommended actions.

FINANCING:

Due to salary savings and the timing of this new allocation late in the budget year, no additional appropriations are required. State funding is sufficient to fund this additional position in the current and future years. Recommended actions will not increase County General Fund Contributions in DSS.

Prepared by: Melissa A. Mairose, Finance Manager II, x4433

Approved by: Elliott Robinson, Director, x4434