



Monterey County

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Board Report

Legistar File Number: 14-1225

November 04, 2014

Introduced: 10/24/2014

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Amend the Department of Social Services Budget Unit 001-5010-SOC003-8260 to reallocate one (1) FTE Eligibility Worker III to one (1) FTE Supervisor Office Assistant I; and
- b. Authorize the County Administrative Office to incorporate the changes to the FY 2014-15 Adopted Budget in Fund 001-5010-SOC003-8260 to reflect the change in position counts.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Department of Social Services Budget Unit 001-5010-SOC003-8260 to reallocate one (1) FTE Eligibility Worker III to one (1) FTE Supervisor Office Assistant I; and
- b. Authorize the County Administrative Office to incorporate the changes to the FY 2014-15 Adopted Budget in Fund 001-5010-SOC003-8260 to reflect the change in position counts.

SUMMARY/DISCUSSION:

Social Services Aide (SSA) II's are currently assigned under supervision of Eligibility Supervisors within Community Benefits. The Department of Social Services (DSS) Community Benefits needs to establish a unit of SSA's under centralized direction from a Supervising Office Assistant I. This centralization will facilitate establishment of consistent assignments and expectations to maximize unit productivity, efficiency, and accuracy. The unit will be responsible for providing support in assisting customers with forms completion, answering general customer questions, rescheduling of customer appointments with their Eligibility Workers, and updating customer case information. Centralizing these SSA's under one supervisor, will allow the Eligibility Supervisors to focus on monitoring benefits and assignments for Eligibility Workers.

DSS is recommending reallocation of a vacant Eligibility Worker III position into a Supervising Office Assistant I to meet the departmental needs within Community Benefits. This change is cost neutral for the department and has no impact to the County General Fund Contributions.

<u>Classification</u>	<u>Code</u>	<u>Current</u>	<u>Changes</u>	<u>Revise</u>
Eligibility Worker III	25E22	108.0	-1.0	107.0
Supervisor Office Assistant II	80E8	117.0	1.0	18.0
Total Change			0	

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and Merit Systems Services have reviewed/approved the recommended actions. County Counsel has approved to Form.

FINANCING:

Reallocation of these positions is cost neutral for Fund 001, Appropriations Unit SOC005-8262. Sufficient appropriations and estimated revenues are included in the FY 2014-15 Adopted Budget. Recommended actions will not increase County General Fund Contributions in DSS.

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