



Monterey County

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Board Report

Legistar File Number: RES 16-013

March 01, 2016

Introduced: 2/17/2016

Current Status: Agenda Ready

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Matter Type: BoS Resolution

- a. Amend the Department of Social Services Budget Unit 001-5010-SOC005-8262 to reallocate three (3) Office Assistant II and one (1) Accounting Technician to one (1) Courier, one (1) Social Services Aide II, one (1) Accountant II, and one (1) Administrative Operations Manager;
- b. Authorize the County Administrative Office to incorporate the changes to the FY 2015-16 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts; and
- c. Adopt a Resolution to authorize the Auditor-Controller's Office to increase estimated revenues and appropriations by \$28,794 by incorporating approved modifications in the FY 2015-16 Adopted Budget. (4/5th vote required)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Department of Social Services Budget Unit 001-5010-SOC005-8262 to reallocate three (3) Office Assistant II and one (1) Accounting Technician to one (1) Courier, one (1) Social Services Aide II, one (1) Accountant II, and one (1) Administrative Operations Manager;
- b. Authorize the County Administrative Office to incorporate the changes to the FY 2015-16 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts; and
- c. Adopt a Resolution to authorize the Auditor-Controller's Office to increase estimated revenues and appropriations by \$28,794 by incorporating approved modifications in the FY 2015-16 Adopted Budget. (4/5th vote required)

SUMMARY/DISCUSSION:

The Department of Social Services (DSS) seeks to reallocate four (4) staff positions to support changes in operational needs:

- Reallocate one (1) Office Assistant II to one (1) Social Services Aide II to provide program support for referrals of homeless families to the CalWORKs Housing Support Program. The CalWORKs Housing Support Program began in December 2014, and was made permanent by the legislature. A program evaluation has determined that the support of a Social Services Aide II is more appropriate for responding to the needs of homeless families who have been referred to the program or who contact the department seeking resources and support;
- Reallocate one (1) Office Assistant II to one (1) Courier to better meet the needs for mail distribution. Moving the Copy and Distribution Center and the Stores and Records operations to Schilling Place and combining the two units, there is a need for the Courier position. This position will support both units and is more appropriately suited as a Courier where the incumbent is required to lift heavier mail bins and packages and be able to operate a hand truck. The effects of not adding the Courier position could result in increased workers compensation claims due to having staff who are not appropriately classified to lift heavy items;

- Reallocate one (1) Accounting Technician to one (1) Accountant II. The Accountant II reallocation is needed by the Department to provide in-depth statistical analysis on caseloads and expenditures for the public assistance entitlement programs. More complex analysis of expenditures and revenues is necessary for budgeting. This position requires advanced accounting skills to complete complex reconciliations in the areas of benefit issuance, analyzing, and researching expenditures; and
- Reallocate one (1) Office Assistant II to one (1) Administrative Operations Manager. Higher level coordination of the department's operations is needed to prevent gaps in the department's efforts to maintain administrative operations at their most efficient level. This position will take the lead internally and externally for the day-to-day administrative operations of the department including: facility management, space acquisitions, leases, repairs, remodel projects, safety issue mitigation, oversight of warehouse operations, records retention management, and the copy/distribution center.

To assist in addressing the workload issues above, DSS recommends reallocating four (4) positions within 5010-SOC005-8262 as summarized below:

Classification	Class Code	Current FTEs	FTE Change	Revised FTEs
Administrative Operations Mgr	14N05	0	1	1
Accountant II	20B11	2	1	3
Social Services Aide II	60D11	64	1	65
Courier	70F21	0	1	1
Office Assistant II	80E21	90	-3	87
Accounting Technician	80J30	4	-1	3
TOTAL			0	

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed/approved the recommended actions. County Counsel has approved to form.

FINANCING:

The recommended appropriation increase of \$28,794 funds four (4) reallocated positions in FY 2015-16 for three months; annualized costs for the positions are \$115,177. These additional appropriations are fully funded through additional federal and state revenues with the remaining balance being supported by sales tax realignment (\$4,319) that was not previously budgeted. The Federal and State funding will be available in future years based upon current law; sufficient matching funds for the current year and annualized costs are available within the 1991 realignment sales tax base and will be incorporated in the FY 2016-17 budget request. Fiscal Year 2015-16 recommendations for the above position changes results in an increase to the estimated revenues and appropriations in the amount of \$28,794 for Budget Unit 001-5010-SOC005-8262. Approval of this action has no impact on County General Fund Contributions.

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Approved by: Elliott Robinson, Director of Social Services, x4434

Attachment: Resolution