

**Outside Budget Cycle  
Augmentations/Reallocations  
Request to Classify Form  
FY 2020-2021**



**Instructions:** Please submit the Request to Classify Form for each new position or reallocation of an existing position to Channelle Ceralde and Irene Espinoza, in the Human Resources Department (HRD). HRD will notify you regarding the status of your request or if additional information is necessary. **Please attach a copy of the current and proposed organizational chart depicting the proposed position. Both organizational charts must reflect current FTE's (filled and vacant).**

Department/Division: Department of Social Services/Community Benefits

Budget Unit Number: 5010/8262

Department Contact for Information: Name: Rose De Franco

Phone: 755-4403

Select Corresponding Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT):	
<input type="checkbox"/> New Allocation	<b>Leave Unfilled</b>
<input type="checkbox"/> Reallocation, Filled Position	<i>[Insert Current Classification Title]</i>
<input checked="" type="checkbox"/> Reallocation, Vacant Position	Office Assistant II Four (4) Position Numbers: 80E21-0013, 80E21-0026, 80E21-0034, 80E21-0046

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED  Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <b><u>Do not</u></b> include verbiage directly from the class specification. <i>(Please note rows will expand to allow for thorough description of task/duty)</i>
85%	Determine initial and continuing eligibility for; CalFresh, CalWORKs, Medi-Cal (including Affordable Care Act (ACA)), Foster-Care, and General Assistance. Decipher complex State, Federal, and Local policies and regulations pertaining to eligibility and services available. Utilize interviewing techniques to ensure all eligibility information is obtained via in person interviews, telephone interviews, various versions of online applications and communications for services.
10%	Perform required recertifications of all ongoing cases, determining continued eligibility, accuracy of reported information, accuracy of case actions taken and benefits issued.

5%	Attend all mandatory Federal, State, and Department wide training to ensure all regulations, policies and procedures are followed.
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**JUSTIFICATION FOR REQUEST:** 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. Explain why duties cannot be absorbed by another existing position. Describe consequences or ramifications if the position is not approved. *[Please note field(s) will expand to allow space for justification]*

Community Benefits (CB) Branch continues to serve over one hundred thousand families within Monterey County. The CB Branch provides essential services to meet the basic needs of our community. The Department has experienced an increase in workload as well as impacts in our ability to meet the needs of the pandemic. New operating processes, increased need to provide remote services and a continued overall need to meet branch workload demands continues to impact service. Continued efforts to staff eligibility based on workload standards, and the need to meet Federal and State processing deadlines, along with accuracy is a top priority.

The duties performed by an Eligibility Specialist cannot be absorbed by another classification or existing eligibility staff.

The Department has sufficient funding to support this request to reclassify existing vacant Office Assistant II positions.

If this request is not approved the impacts to meeting the essential needs of Monterey County residents will be impacted. Due to Federal, State, and Local, regulations specifically the requirement to issue timely and accurate benefits based on strict deadlines while adhering to all processing timeframes for four (5) different programs (CalWORKs, CalFresh, Medi-Cal (including ACA), General Assistance, and Foster Care) will be severely impacted. In addition to the known population that CB serves there has been a significant increase in workload demands due to the pandemic and the expanded need for benefits for Monterey County residents.

Were the new duties previously performed by another position(s)?

☒ No      Yes      (If yes, what is/are the job title(s) of the other position(s)?)

Current eligibility staff perform these duties, however adding additional staff will enable us to meet required deadlines ensuring accurate and timely benefits are issued.

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

☒ No      Yes      (If yes, what is/are the job title(s) of the other position(s)?)

Please describe what efforts the Department has made to reapportion duties to existing positions/staff.

Staff continue to work overtime to try and meet the required deadlines.

Department Head Name:

Lori A Medina

Department Head Signature:

Lori A Medina

Date

10/29/2020

Comments:

Departmental HR Analyst Name:

Gloria Cavazos

Departmental HR Analyst Signature:

[Signature]

Date:

10/29/2020

Class Recommendation:

Eligibility Specialist II  
(Four (4) positions)

Class

Code:

25E21

**FOR HRD USE ONLY:**

Approved Class Title:

Eligibility Specialist II

Class Code:

25E21

HRD Classification  
Analyst:

DocuSigned by:

Chanelle Ceralde

Associate Personnel Analyst

Date:

11/9/2020 | 3:51 PM PST

Chanelle Ceralde

Distribution of HRD Job Class Determination:

☐ CAO Budget Analyst

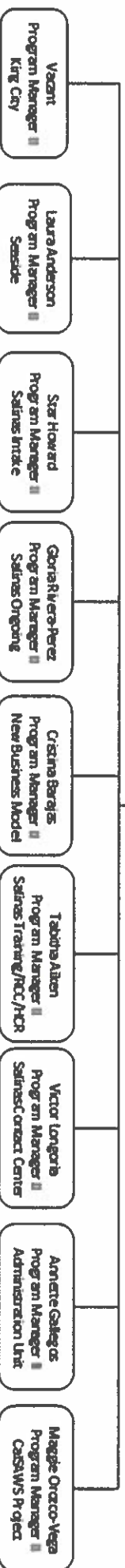
☐ Rocio Quezada (CAO – Admin. Secretary)

☐ Departmental HR Analyst

COMMUNITY BENEFITS BRANCH  
CURRENT - 4 OALIs

Rose DeFranco  
Deputy Director

Vacant  
Senior Secretary



Bruce Jackson  
Secretary

Shannon Pereira  
Secretary

Janette Vega  
Secretary

Rosie Bajer  
Secretary

Arba Garcia  
Secretary

Rosa Munoz  
Secretary

Emily Webb  
Secretary

Gerardine Zuniga  
SOAL (6)

Ben Franklin  
ASA

Elizabeth Lopez  
ASA

Jessica Sutherland  
MA III

Governa Coelho  
ASA

Esmeralda Rouse  
ASA (2)

Celeste Arriaga  
MA II  
Medi-Cal

Lorle Stephens  
SOAL (6)

Netta Rivera  
SOAL (7)

Lupe Valenzuela  
SOAL (7)

Christine Alvarez  
MA III

Veronica Ojeda  
E Sup (7)

Vacant  
SOAL

Sylvia Wilson, LOA  
MA II  
Medi-Cal

Marnie Kabauch  
E Sup (9)

Yessenia Sepulveda  
SOAL (10)

Terrilyn Combs  
ST (6)

Frederick McGuire  
E Sup, OA/OCC (7)

Raquel Rodriguez  
E Sup (7)

Lecile Vengas  
E Sup (7)

Leo Cortez-Hernandez  
MA II  
CalFresh

Heidi Stair  
E Sup (6)

Martiana Bravo  
E Sup, MC CHOICE/  
NMAC (8)

Laura Mendez  
ST (5)

Verna Moreno  
SOAL (8)

Staff Training  
Yolanda Garcia (6)  
Candice Pizarro is LOA

Aaron McDougall  
E Sup (8)

Maria Pacheco  
MA II  
OW/FC/NVRA

Margaria Fonseca  
E Sup (5)

Maribel Fauso  
E Sup (7)

Janet Flores LOA  
E Sup

Vacant  
SOAL

Maria Maria, ASA  
BRI Winston, ST Sup  
Jose De La Fuente, ST  
Rachael Gomez, ST (6)  
Maricela Flores, ST  
Adriana Navez-Tapia, ST  
Gracia Barra, ST

Dee Guerrero  
E Sup (7)

Vacant  
MA II

Ari Almaraz  
E Sup (7)

Arturo Trevino  
E Sup (8)

Oliviana  
E Sup (8)

Carmen Lurcio  
E Sup (8)

Rosa Melgosa  
E Sup (7)

Odelia Sertoyo  
E Sup (8)

Vacant  
MA II

Lori Barnes  
E Sup (6)

Arturo Vargas  
E Sup (7)

Rosa Quezada  
E Sup (7)

Donna Lopuch  
E Sup (9)

Guadalupe Espinoza  
E Sup (8)

Jerry Kuper  
MA II  
GAFC AP/EVS (5)

Terrell Carrasco  
E Sup (6)

Leticia Ramirez  
Maldonado  
E Sup (8)

Monica Resendiz  
E Sup (7)

Vacant  
SOAL

Guadalupe Espinoza  
E Sup (8)

Dee Guerrero  
E Sup (7)

Vacant  
MA II

Raymond Jacobs  
E Sup (8)

Arturo Vargas  
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Rosa Quezada  
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Donna Lopuch  
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Guadalupe Espinoza  
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Vacant  
MA II

Yolanda Gonzalez  
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E Sup (7)

Vacant  
MA II

OC/OA - Quality Control/  
Quality Assurance  
EVS - Income Earnings  
Verifications System  
GA - General Assistance  
FC - Foster Care  
MHA - Management Analyst  
ASA - Administrative  
Services Assistant

ACA - 5  
E Sup - 35  
ES II - 155  
ES II - 94  
SSA I - 2  
SSA I - 39  
OA II - 45  
OA II - 10  
SOAL - 30

ACA - 0  
E Sup - 3  
ES II - 9  
ES II - 13  
SSA I - 0  
SSA I - 7  
OA II - 4  
OA II - 5  
SOAL - 3

ACA - 5  
E Sup - 38  
ES II - 164  
ES II - 107  
SSA I - 0  
SSA I - 48  
OA II - 49  
OA III - 35  
SOAL - 13

ACA - 5  
E Sup - 38  
ES II - 164  
ES II - 107  
SSA I - 0  
SSA I - 48  
OA II - 49  
OA III - 35  
SOAL - 13

ACA - 5  
E Sup - 38  
ES II - 164  
ES II - 107  
SSA I - 0  
SSA I - 48  
OA II - 49  
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SOAL - 13

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E Sup - 38  
ES II - 164  
ES II - 107  
SSA I - 0  
SSA I - 48  
OA II - 49  
OA III - 35  
SOAL - 13

ACA - 5  
E Sup - 38  
ES II - 164  
ES II - 107  
SSA I - 0  
SSA I - 48  
OA II - 49  
OA III - 35  
SOAL - 13

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E Sup - 38  
ES II - 164  
ES II - 107  
SSA I - 0  
SSA I - 48  
OA II - 49  
OA III - 35  
SOAL - 13

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477 Budgeted Positions

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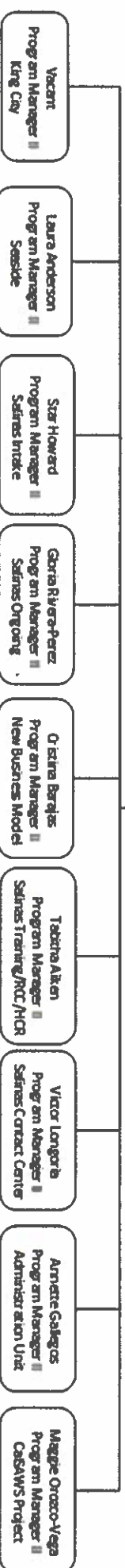
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477 Budgeted Positions

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**COMMUNITY BENEFITS BRANCH**  
**PROPOSED - 4 ESIF's**

Rose DeRancio  
Deputy Director

Vacant  
Senior Secretary



Vacant  
Program Manager II  
King City

Shannon Pereira  
Secretary

Jamette Vega  
Secretary

Rose Biglar  
Secretary

Arta Garcia  
Secretary

Rosa Munoz  
Secretary

Emily Webb  
Secretary

Elus Jackson  
Secretary

Ben Franklin  
ASA

Elizabeth Lopez  
ASA

Jessica Sutherland  
MAII

Giovanna Coletta  
ASA

Esmeralda Rouse  
ASA (2)

Celeste Armijo  
MAII  
Medi-Cal

Gerardo Mejia  
SOA (6)

Nelda Rivera  
SOA (7)

Lupe Valenzuela  
SOA (7)

Christine Alvarez  
MAII

Veronica Caga  
E Sup (7)

Jeremy Sanders  
SOA (6)

Sylvia Wilson, LOA  
MA II  
Medi-Cal

Lorle Stephens  
SOA (6)

Yessenia Sequincha  
SOA (10)

Terrilyn Combs  
ST (6)

Sally Elias  
SOA, MEDS (8)

Ara Cortez-Zarate  
E Sup (7)

Leo Cortez-Heredia, LOA  
MA II  
CalFresh

Marnie Kabauch  
E Sup (9)

Marizela Bravo  
E Sup, MC CH-10/ICE/  
NMAC (9)

Florence McGuire  
E Sup, OAMC (7)

Staff Trainees  
Yolanda Garcia (6)  
Claudia Precourt, LOA

Raquel Rodriguez  
E Sup (7)

Leslie Venegas  
E Sup (7)

Maria Pacheco  
MA II  
OW/RC/NVRA

Heidi Starr  
E Sup (6)

Manuel Fausso  
E Sup (7)

Jane Flores, LOA  
ST (5)

Verina Moreno  
SOA (8)

Dee Guerrero  
E Sup (7)

Vacant  
MAII

Margarita Fonseca  
E Sup (5)

Arturo Trejino  
E Sup (8)

Olivia Ayres  
E Sup (8)

Vacant  
SOA

Staff Trainees  
Bill Livingston, ST Sup  
Jose De La Fuente, ST  
Rachael Gomez, ST (8)  
Maricela Flores, ST  
Adriana Narez-Tapia, ST  
Erika Ibarra, ST  
ESIF's (4, Sup, TBD)

Rosa Mejia  
E Sup (7)

Vacant  
MAII

Ana Alvarado  
E Sup (7)

Arturo Vargas  
E Sup (7)

Rosa Quezada  
E Sup (7)

Carmen Lucio  
E Sup (8)

Odilon Santiago  
E Sup (8)

Jerry Kupper  
MA III  
GACAP/VEIS (5)

Lori Barnes  
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Leticia Ramirez  
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Monica Resendiz  
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Guadalupe Espinoza  
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Terrell Carrasco  
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Ana Hernandez  
E Sup (9)

Sonia Sanchez, LOA  
E Sup (7)

Guadalupe Espinoza  
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Anne Marzotto, LOA  
E Sup

QC/QA - Quality Control/  
Quality Assurance  
E Sup - 35

ASA - 5  
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GA - General Assistance  
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