



Legislation Details (With Board Report)

**File #:** RES 19-019      **Name:** DSS Eligibility Worker Series  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 3/1/2019      **In control:** Board of Supervisors  
**On agenda:** 3/12/2019      **Final action:**  
**Title:** a. Adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to re-title the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and adjust the salary ranges of the Eligibility Specialist I, II, III and Eligibility Supervisor as indicated in the attached Resolution; and  
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. BoS Resolution\_Eligibility Worker Series\_03-12-19, 3. 44. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
3/12/2019	1	Board of Supervisors	approved - human resources department	Pass

a. Adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to re-title the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and adjust the salary ranges of the Eligibility Specialist I, II, III and Eligibility Supervisor as indicated in the attached Resolution; and  
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to re-title the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and adjust the salary ranges of the Eligibility Specialist I, II, III and Eligibility Supervisor as indicated in the attached Resolution; and  
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Department of Social Services is a part of Merit System Services which is administered and managed by Cooperative Personnel Services (CPS). A statewide classification study of the Eligibility Worker classification series was conducted by Cooperative Personnel Services (CPS) in order to determine the impact to the classifications with the implementation of the Affordable Care Act (ACA) and Health Care Reform.

The classification study found the additional duties required by the ACA include determining household composition based on tax filing status, enrolling customers in insurance programs offered through Covered

California, determining advanced tax premium tax credits for private health insurance, explaining insurance plans and tax implications to customers, the implementation of a “No Wrong Door” policy, and added referrals from California healthcare Eligibility Enrollments, and Retention System. Due to the addition of these duties, the complexity, knowledge, and consequence of error of the Eligibility Worker function has increased which resulted in an increase in the minimum qualifications. CPS updated the classification specifications and recommended the retitling of the series to Eligibility Specialist. CPS further recommended a wage study be conducted due to the increase in minimum qualifications.

The Human Resources Department met with Service Employees International Union (SEIU) Local 521 to discuss the impacts of the classification study and agreed to conduct a wage study to determine if the Eligibility Worker classification series was appropriately compensated based on the County’s Compensation Philosophy. The wage study determined the journey level classification of Eligibility Worker II was 5.90% below market of the comparable agencies. In addition, during the wage study, it was learned the California Children’s Services Case Worker classification series’ salary had been aligned with the Eligibility Worker series in 2007. The County and SEIU agreed to implement the retitling of classifications, updating of the classification specifications and to adjust the salary ranges of the EW series by 5.90%. It was further agreed to conduct a classification study of the California Children’s Services Case Worker classification series to determine if the classifications are still similar in complexity and scope and should remain aligned.

The retitling of classifications has a neutral effect on employees and there will be no new probationary period, no change in salary step, no change in step advancement date and no loss of seniority. Furthermore, provisions (to include special pays) for the retitled Eligibility Worker series that are outlined in the Memorandum of Understanding between County of Monterey and Service Employees International Union (SEIU) Local 521 for the term July 1, 2016 through June 30, 2019 shall remain in effect.

For these reasons, it is recommended your Board approve these actions.

OTHER AGENCY INVOLVEMENT:

Service Employees International Union (SEIU) Local 521 and the Department of Social Services concur with the recommendations.

FINANCING:

The estimated increased current fiscal year cost of \$301,061 will be covered within the Department of Social Services existing appropriations of 001-5010-SOC005. The increased annualized cost of \$1,043,680 will be included in the Department of Social Services Fiscal Year 2019-20 Requested Budget. The increased costs will be funded by 69% Federal revenues and 31% by 1991 Realignment funds. This action will not increase the Departments’ General Fund Contributions.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors’ Administration Strategic Initiative and demonstrates the County’s commitment to attract, recruit, and retain a diverse, highly skilled work force that supports the mission of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development  
 Administration

Health & Human Services  
 Infrastructure  
 Public Safety

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Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Approved by: Henry Espinosa, Acting Director of Social Services, 755-4430

Attachment: Resolution