



## Legislation Details (With Board Report)

<b>File #:</b>	RES 20-211	<b>Name:</b>	Reallocate 9 FTE's for Social Services
<b>Type:</b>	BoS Resolution	<b>Status:</b>	Passed - Department of Social Services
<b>File created:</b>	11/24/2020	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	12/8/2020	<b>Final action:</b>	12/8/2020

**Title:** Consider a Resolution to:

- a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate six (6) Social Worker V's to six (6) Social Worker III's, one (1) Accounting Clerical Supervisor to one (1) Supervisor Office Assistant, and one (1) Principal Office Assistant to one (1) Associate Personnel Analyst;
- b. Approve amending the Department of Social Services IHSS Public Authority Budget Unit 005-5010-8259-SOC008 to reallocate one (1) Social Worker V to one (1) Social Worker III, and
- c. Authorize the County Administrative Office to incorporate the changes to the FY 2020-21 Adopted Budget Unit 001-5010-8262-SOC005 and 005-5010-8259-SOC008 to reflect the change in position counts.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Resolution for 9 Reallocated Positions, 3. Item No. 51 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
12/8/2020	1	Board of Supervisors		

Consider a Resolution to:

- a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate six (6) Social Worker V's to six (6) Social Worker III's, one (1) Accounting Clerical Supervisor to one (1) Supervisor Office Assistant, and one (1) Principal Office Assistant to one (1) Associate Personnel Analyst;
- b. Approve amending the Department of Social Services IHSS Public Authority Budget Unit 005-5010-8259-SOC008 to reallocate one (1) Social Worker V to one (1) Social Worker III, and
- c. Authorize the County Administrative Office to incorporate the changes to the FY 2020-21 Adopted Budget Unit 001-5010-8262-SOC005 and 005-5010-8259-SOC008 to reflect the change in position counts.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate six (6) Social Worker V's to six (6) Social Worker III's, one (1) Accounting Clerical Supervisor to one (1) Supervisor Office Assistant, and one (1) Principal Office Assistant to one (1) Associate Personnel Analyst;
- b. Approve amending the Department of Social Services IHSS Public Authority Budget Unit 005-5010-8259-SOC008 to reallocate one (1) Social Worker V to one (1) Social Worker III, and
- c. Authorize the County Administrative Office to incorporate the changes to the FY 2020-21 Adopted Budget Unit 001-5010-8262-SOC005 and 005-5010-8259-SOC008 to reflect the change in position counts.

**SUMMARY/DISCUSSION:**

The Department of Social Services (DSS) is requesting support to reallocate seven (7) Social Worker V's to seven (7) Social Worker III's and reallocate one (1) Accounting Clerical Supervisor to one (1) Supervising Office Assistant I. These positions are located in Social Services' Aging & Adult Services to be reallocated so

that they are appropriately classed in the positions to what they are currently being used for in the In-Home Supportive Services Program and the IHSS Public Authority.

Additionally, the Department of Social Services (DSS) is requesting support to reallocate one (1) Principal Office Assistant to one (1) Associate Personnel Analyst located in Social Services Human Resources to meet the personnel service levels required for this large department.

Overall, the nine (9) reallocated positions are listed below:

<u>Classification</u>	<u>Code</u>	<u>FTEs</u>	<u>Change</u>	<u>FTEs</u>
Social Worker V	60C24	86-779		
Social Worker III	60C22	32 739		
Accounting Clerical Supervisor	80J20	2-11		
Supervisor Office Assistant	80E81	17118		
Principal Office Assistant	80E80	14-113		
<u>Associate Personnel Analyst</u>	<u>14B21</u>	<u>3 14</u>		
<b>TOTAL</b>			<b>0</b>	

OTHER AGENCY INVOLVEMENT:

The Human Resources has approved the request to classify for the reallocation of these nine (9) positions. The County Administrative Office has reviewed the request and County Counsel has approved to form. The Board of Supervisor’s Budget Committee reviewed and support the recommendations.

FINANCING:

The seven (7) social worker reallocated positions in DSS’s Aging & Adult Services are cost neutral. These positions were budgeted at the social worker III level in the FY 2020-21 Social Services SOC005 and SOC008 Adopted Budget. The IHSS Supervising Office Assistant I has personnel costs that are higher by \$3,898 (annually), and \$1,949 pro-rated (6-month) due to resetting health benefit costs back to the average individual costs compared to the prior incumbent. The Human Resources reallocation for an Associate Personnel Analyst would increase personnel costs by \$54,902 annually, (\$12,235 pro-rated for 6 months).

Overall, the increase of \$58,800 annually, and \$29,400 pro-rated for 6 months in expenditures and revenues will be absorbed into the department’s current budget (SOC005). Recommended actions will not increase County General Fund contributions in DSS in the current or next fiscal year.

**STRATEGIC INITIATIVES:**

This action correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by providing the appropriate classifications to meet the needs and support to a large department.

Check the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Becky Cromer, Interim Finance Director, x4404

Approved by: Approved by: Lori A. Medina, Social Services Director, x4430

Attachment:

Approved Request to Classify - Social Worker V

Approved Request to Classify - Accounting Clerical Supervisor

Approved Request to Classify - Principal Office Assistant

Resolution