



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 14-232, **Version:** 1

- a. Reallocate 3.0 FTE Office Assistant II to 3.0 FTE Office Assistant III positions in Health Department Budget Unit HEA004-8121;
- b. Delete a vacant 1.0 FTE Office Assistant II in Health Department Budget Unit HEA004-8121;
- c. Reallocate a vacant 1.0 FTE CA Children's Services Case Worker II to a 1.0 FTE Supervising CA Children's Services Case Worker in Health Department Budget Unit HEA004-8121; and
- d. Authorize the County Administrative Office to incorporate the approved position changes in the FY 2013-14 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Reallocate 3.0 FTE Office Assistant II to 3.0 FTE Office Assistant III positions in Health Department Budget Unit HEA004-8121;
- b. Delete a vacant 1.0 FTE Office Assistant II in Health Department Budget Unit HEA004-8121;
- c. Reallocate a vacant 1.0 FTE CA Children's Services Case Worker II to a 1.0 FTE Supervising CA Children's Services Case Worker in Health Department Budget Unit HEA004-8121; and
- d. Authorize the County Administrative Office to incorporate the approved position changes in the FY 2013-14 Adopted Budget.

SUMMARY/DISCUSSION:

This recommended action will provide the appropriate staffing level in the California Children's Services (CCS) Administrative program. The CCS Administrative program provides medical case management and authorization of services for children with CCS eligible medical conditions. Program operations are highly regulated with prescribed complex policies and processes.

Over the years the responsibilities, assignments, knowledge and computer skills needed to successfully perform the Office Assistant duties in the CCS Administrative Program and CCS Medical Therapy Program have significantly changed as the programs and technology have become more complex. This request reallocates these positions from the Office Assistant II (OAI) to Office Assistant III (OAI) classification. If these positions are not reallocated, then additional OA III positions may be requested or consultants retained to complete the necessary tasks. Salary savings from the 1.0 FTE deleted OA II will fund the difference between the existing OA II positions and the proposed OA III positions. The alternative is to separate the tasks into more discrete knowledge and skills and disburse to a greater number of OA II positions.

The CCS program has been without a Supervising CA Children's Services Case Worker (Supervising CCS Case Worker) since the incumbent resigned over four years ago. The position was eliminated as a result of funding reductions and direct supervision of the position's direct reports reverted to the Children's Medical Services Program Manager. With the recent retirement of a CA Children's Services Case Worker II (CCS Case Worker II) and the determination that the position's workload can be absorbed within the existing staff, this change request proposes to reestablish the Supervising CCS Case Worker position.

This position is responsible for supervising and reviewing the work of seven CCS Case Worker II and III. CCS

Case Workers are responsible for determining residential and financial eligibility based on State guidelines and procedures and assuring that eligible families obtain and maintain Medi-Cal or commercial health insurance while CCS is managing their case. The Supervising CCS Caseworker will be the expert on policy and practices and guide the work of the CCS Caseworkers with particular focus on the areas of discretion that have fiscal implications.

Salary savings from the 1.0 FTE deleted OA II will fund the difference between the existing CA Children's Services Case Worker II and proposed 1.0 FTE Supervising CA Children's Services Case Worker positions.

The alternative to funding a CCS Supervising Case Worker is having the CCS Program Manager continue to provide direct supervision to the seven CCS Case Workers. This solution has proven to compromise the effectiveness of the manager and responsiveness to staff in the moment assistance is needed. It is a poor substitute for a having a single-focus supervisor to advise, coach and support the CCS Case Workers.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concurs with this recommendation. Attachment A, Position Control is on file with the Clerk of the Board.

FINANCING:

This recommended action will result in an estimated savings of \$11,793 for Fiscal Year 2013-14 and a savings of \$35,379 in Fiscal Year 2014-15. There are sufficient appropriations in the Health Department's Public Health HEA004-8121 Fiscal Year 2013-14 Adopted Budget to accommodate this action.

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Approved by: Ray Bullick, Director of Health, 4526

Attachment:

Attachment A, Position Control is on file with the Clerk of the Board.