



County of Monterey

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

Board Report

File #: 13-0168, **Version:** 1

- a. Amend the Department of Social Services (DSS) Budget Unit 5010-SOC005-8262, to reallocate one (1) FTE vacant Finance Manager I to one (1) FTE Finance Manager II; and
- b. Authorize the County Administrative Office to incorporate the changes into the FY 2012-13 5010- SOC005-8262 adopted budget to reflect the change in position counts.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Department of Social Services (DSS) Budget Unit 5010-SOC005-8262, to reallocate one (1) FTE vacant Finance Manager I to one (1) FTE Finance Manager II; and
- b. Authorize the County Administrative Office to incorporate the changes into the FY 2012-13 5010- SOC005-8262 adopted budget to reflect the change in position counts.

SUMMARY/DISCUSSION:

Currently there is one FM II and two FM I's handling all of the accounting functions for DSS a department with a \$200 million budget and over 800 employees. The state requires monthly reporting of entitlement claims and a quarterly administrative claim in addition to internal county Advantage System. Recently Social Service financing has changed dramatically with state statues realigning programs to the county level. This change requires the department to develop new models for estimating revenues and develop policies for the additional detailed tracking and reporting that is now required.

For these reasons, it is recommended that your Board approve this action.

<u>Classification Title</u>	<u>Class Code</u>	<u>FTE Changes</u>	<u>Revised FTE Total</u>
Finance Manager I	20B95	(1.0)	1
Finance Manager II	20B93	1.0	2
Total:		0.0	

OTHER AGENCY INVOLVEMENT:

Merit System Services and Human Resources were consulted and concur with this recommendation.

FINANCING:

For FY 2012-13, the additional cost associated with the reallocation of the position is estimated at \$2,516, and an annual cost of \$10,064 thereafter. This cost will be absorbed by DSS SOC005-8262 budget. Sufficient appropriations and estimated revenues in SOC005 are included in the FY 2012-13 Adopted Budget to accommodate this change. Approval of this action has no additional impact on the County General Fund.

Prepared by: Wendy Russell, Administrative Services Branch Director, 4431

Approved by: Elliott Robinson, Director, 4434

