



## Legislation Details (With Board Report)

<b>File #:</b>	14-827	<b>Name:</b>	Reallocate 5 Positions for Social Services-ACES
<b>Type:</b>	General Agenda Item	<b>Status:</b>	Passed
<b>File created:</b>	7/16/2014	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	7/29/2014	<b>Final action:</b>	7/29/2014
<b>Title:</b>	a. Amend the Department of Social Services (DSS) Budget Unit 5010-SOC005-8262, to reallocate five positions to include: one (1) Employment & Training Supervisor, two (2) Employment & Training Worker III, one (1) Office Assistant II, one (1) Administrative Services Assistant, a reduction of four (-4) Eligibility Worker II and one (-1) Supervising Office Assistant I; and b. Authorize the County Administrative Office to incorporate the changes into the 5010-SOC005-8262 FY2014-15 Adopted Budget to reflect the change in position counts.		

**Sponsors:****Indexes:****Code sections:**

**Attachments:** 1. Position Summary of Changes, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
7/29/2014	1	Board of Supervisors	approved	

a. Amend the Department of Social Services (DSS) Budget Unit 5010-SOC005-8262, to reallocate five positions to include: one (1) Employment & Training Supervisor, two (2) Employment & Training Worker III, one (1) Office Assistant II, one (1) Administrative Services Assistant, a reduction of four (-4) Eligibility Worker II and one (-1) Supervising Office Assistant I; and  
b. Authorize the County Administrative Office to incorporate the changes into the 5010-SOC005-8262 FY2014-15 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 five positions to include: one (1) Employment & Training Supervisor, two (2) Employment & Training Worker III, one (1) Office Assistant II, one (1) Administrative Services Assistant, a reduction of four (-4) Eligibility Worker II and one (-1) Supervising Office Assistant I; and  
b. Authorize the County Administrative Office to incorporate the changes into the 5010-SOC005-8262 FY2014-15 Adopted Budget to reflect the change in position counts

**SUMMARY/DISCUSSION:**

Social Services is requesting reallocation of five positions to meet the needs of our expanding programs within the Aging & CalWORKs Employment Services (ACES) Branch.

CalWORKs Employment Services is integrating the Workforce Solutions subsidized employment program into its wider Welfare to Work program in order to enhance coordination with participant's welfare to work plans and on-going case management. Previously, it was operated by the Office for Employment Training. DSS recommends reallocating four (-4) vacant Eligibility Worker II (25E21) positions to one (1) Employment & Training Supervisor (60H31), two (2) Employment & Training Workers III (60H21), and one (1) Office Assistant II (80E21). These staff will assume responsibilities related to employment and job development

functions necessary for ongoing development of the Workforce Solutions program. The goal of this subsidized employment program is to place customers in subsidized jobs to gain both soft skills and work experiences that enhance their opportunities for permanent positions at the end of their time-limited subsidized job placements. This enhances customers' opportunities to find and sustain employment on the path toward self-sufficiency.

Additionally, in Adult Services programs a vacant Supervising Office Assistant I (80E81) is recommended for reallocation to an Administrative Services Assistant (14C70) to better organize staff resources within the administrative operations of the Branch. This position will focus on program/policy development and enhanced program monitoring to ensure that the customers receive the appropriate services, particularly in the changing environment of health reform and In Home Supportive Services.

For these reasons, the Department is recommending these positions should be reallocated.

**OTHER AGENCY INVOLVEMENT:**

The Human Resources Department and Merit Systems Services have reviewed and concur with the recommended actions.

**FINANCING:**

For FY 2014-15, the additional cost associated with the reallocation of these positions between classifications is estimated at \$82,401, annually. These additional costs are 93% funded with program revenues (federal/state) and realignment supports the remaining 7% (\$5,750) and based upon current knowledge, is sustainable for future years. Sufficient appropriations and estimated revenues in SOC005 are included in the FY 2014-15 Adopted Budget. The recommended actions will have no impact to the County General Fund.

Prepared by: Becky Cromer, Finance Manager II, x4404

Approved by: Elliott Robinson, Director, x4434

Attachment: Position Summary of Changes