Legislation Details (With Board Report)

File #:	19-1915	**Name:**	Reallocate One Social Services Position
Type:	General Agenda Item	**Status:**	Passed - Department of Social Services
File created:	12/17/2019	**In control:**	Board of Supervisors
On agenda:	1/7/2020	**Final action:**	1/7/2020

Title: Consider a Resolution to:
a. Approve amending the Department of Social Services Budget Unit 001-5010- 8262-SOC005 to reallocate one (1) Principal Office Assistant to one (1) Social Services Aide II for Aging & Adult Services; and
b. Authorize the County Administrative Office to incorporate the changes to the FY 2019-20 Adopted Budget Unit 001-5010- 8262-SOC005 to reflect the change in position counts.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Resolution for 1 Reallocation_1-7-20, 3. Completed Board Order and Resolution Item No. 26

Date	Ver.	Action By	Action	Result
1/7/2020	1	Board of Supervisors	adopted - department of social services	Pass

Consider a Resolution to:
a. Approve amending the Department of Social Services Budget Unit 001-5010- 8262-SOC005 to reallocate one (1) Principal Office Assistant to one (1) Social Services Aide II for Aging & Adult Services; and
b. Authorize the County Administrative Office to incorporate the changes to the FY 2019-20 Adopted Budget Unit 001-5010- 8262-SOC005 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 one (1) Principal Office Assistant to one (1) Social Services Aide II for Aging & Adult Services; and
b. Authorize the County Administrative Office to incorporate the changes to the FY 2019-20 Adopted Budget Unit 001-5010- 8262-SOC005 to reflect the change in position counts.

SUMMARY/DISCUSSION:
The Department of Social Services (DSS) is requesting support to reallocate one (1) Principal Office Assistant to one (1) Social Services Aide II for Aging & Adult Services to provide support to the social workers and to provide transportation for Supplemental Security Income (SSI) Advocacy and Adult Protective Services (APS) clients to hearings, appointments, and meetings. This position will also provide support to the social workers by providing translation services, setting up appointments, calling clients for appointment preparation, and data entry into various databases, thereby allowing social workers to focus on their more complex duties.

DSS is recommending the one (1) reallocated position as listed below:

Class	Current	FTE	Revised

Classification	Code	FTEs	Change	FTEs
Principal Office Assistant	80E80	13-112		
Social Services Aide II	60D11	64 165		
TOTAL			**0**	

OTHER AGENCY INVOLVEMENT:
The Human Resources Department has reviewed and approved the recommended actions. County Counsel has approved to form.

FINANCING:
The recommended reallocation from a Principal Office Assistant to a Social Services Aide II nets a reduction of -$8,901 annually, and -$3,709 pro-rated (5 months) for FY 2019-20. This position will reflect an 85% reduction in Federal/State revenues and a 15% reduction in realignment funds. The net decrease in expenditures and revenues will be absorbed into the department's current FY 2019-20 Adopted Budget and incorporated into the upcoming FY 2020-21 Budget process. Approval of these actions will not increase or decrease the County General Fund contributions in DSS.

BOARD OF SUPERVISORS 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.

Mark a check to the related Board of Supervisors Strategic Initiatives

__Economic Development
__Administration
 X Health & Human Services
__Infrastructure
__Public Safety

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

Attachments: Resolution

Attachment on file with the Clerk of the Board