



COUNTY OF HUMBOLDT

For the meeting of: 2/6/2024

File #: 24-175

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

The Department of Health and Human Services (DHHS) Requests to Allocate Three Staff Services Specialist Positions, Allocate One Office Assistant I/II Position, Deallocate Two Social Worker IV Positions and to Deallocate One Social Worker I/II Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate three (3) 1.0 full time equivalent (FTE) Staff Services Specialist position (class 0390, salary range 408) in budget unit (BU) 508, fund 1160; and
2. Allocate one (1) 1.0 FTE Office Assistant I/II (class 0179A/B, salary range 338/348) in BU 508, fund 1160; and
3. Deallocate two (2) 1.0 FTE Social Worker IV-A, B, C, D (class 0707A, B, C, D, salary range 464, 474, 484, 494, position 87 and 89) in BU 508, fund 1160; and
4. Deallocate one (1) 1.0 FTE Social Worker I/II (class 0727A/B, salary range 414/434, position 18) in BU 508, fund 1160; effective beginning of the pay period following approval.

SOURCE OF FUNDING:

Social Services Fund 1160 Budget Unit 508 - Child Welfare Services (CWS)

DISCUSSION:

Recent studies have shown that some administrative and technical tasks currently assigned to the Child Welfare Services (CWS) Social Worker classification series can be barriers to the worker's ability to support families, engage clients and implement timely services. Additionally, Humboldt County CWS has continued to face challenges filling all Social Worker vacancies. In an effort to promote efficiency across the agency, Humboldt County Child Welfare Services (CWS) continues to examine areas of practice where certain administrative and technical tasks can be shifted from the Social Worker classification series to administrative and specialized support positions. Two programmatic areas that could benefit from newly created specialized positions are the Federal Case Review Unit and the Placement Unit.

CWS Federal Case Review Unit: All Child Welfare Service agencies are required to conduct qualitative case reviews on a sampling of investigations and cases using dedicated case review and quality assurance staff. These case reviews provide qualitative data to support states and counties in identifying strategies to improve outcomes for children and families. The county staff that conduct these qualitative case reviews undergo comprehensive training and subsequent certification in conducting case reviews utilizing the standardized review tool. Historically, Humboldt County Child Welfare Services (CWS) has utilized Social Worker and Social Worker Supervisor classifications to complete these required case reviews. Staff who conduct federal case review require technical skills in navigating electronic databases and hard copy case files; knowledge of existing laws, regulations, policies/procedures; strong communication and interview skills; ability to collect and analyze qualitative information to make determinations on scoring case reviews; and skill in investigating and analyzing information. Humboldt County CWS has identified the Staff Services Specialist classification as an appropriate classification to complete these case reviews.

CWS Placement Unit: The CWS Placement Unit conducts searches for appropriate and safe placements when it has been determined that a child cannot remain safely in their home. This includes identifying, contacting and supporting family members and others willing to provide placement. Tasks such as managing the placement unit email box, covering incoming phone calls, file maintenance, documentation and data tracking, which are currently covered by the Social Worker series classification can be shifted to clerical support staff. Humboldt County CWS has identified the Office Assistant classification to complete these tasks for the Placement Unit.

By allocating 3.0 FTE Staff Services Specialists and 1.0 FTE Office Assistant I/II to complete certain specialized tasks, CWS can remove those administrative and technical tasks from the Social Worker series workload.

FINANCIAL IMPACT:

Expenditures (1160, 508)	FY22-23 Adopted	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$302,519	\$339,242	\$356,204
Additional Appropriation Requested	\$20,568	\$\$	\$\$
Total Expenditures	\$323,087	\$339,242	\$\$
Funding Sources (1160, 508)	FY23-24 Adopted	FY24-25 Projected*	FY25-16 Projected*
General Fund	\$\$	\$\$	\$\$
State/Federal Funds	\$323,087	\$339,242	\$356,204
Fees/Other	\$\$	\$\$	\$\$
Use of Fund Balance	\$\$	\$\$	\$\$
Contingencies	\$\$	\$\$	\$\$
Total Funding Sources	\$323,087	\$339,242	356,204

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The allocation of 3.0 FTE Staff Services Specialist positions and 1.0 FTE Office Assistant I/II is anticipated to cost \$323,087 annually for fiscal year 2023-24 in Fund 1160, Budget Unit 508 Child Welfare Services. The deallocation of the 2.0 FTE Social Worker IV positions and 1.0 FTE Social Worker I/II is anticipated to result in savings of \$302,519 annually for fiscal year 2023-24. The new positions will result in an increase in cost of \$20,568. Child Welfare Services positions are supported through federal, state and local Realignment funds. The reimbursement of funds are based on activities performed by positions and actual expenditures.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Staff Services Specialist	5080390-TBD, TBD, TBD	\$23.09 - \$29.63	3.0	##
Office Assistant I/II	5080179A/B-TBD	\$16.29 - \$21.97	1.0	##
Social Worker IV-A-D	5080707A-D-87&89	\$30.53 - \$45.50		2.0
Social Worker I/II	5080727A/B-18	\$23.79 - \$33.73		1.0

Narrative Explanation of Staffing Impact:

Allocating 3.0 FTE Staff Services Specialist positions and 1.0 FTE Office Assistant I/II to CWS will allow CWS to assign technical and administrative tasks to specialized positions, and allow the Social Worker classification to focus on the clinical aspects of agency's workload.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework priority of protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to allocate the 3.0 FTE Staff Services Specialist positions and 1.0 FTE Office Assistant I/II; however, this would require the CWS Social Worker classification to perform the technical and administrative tasks, reducing their availability to provide clinical services to at risk children and families.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A