



# COUNTY OF HUMBOLDT

For the meeting of: 11/2/2021

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File #: 21-1492

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**SUBJECT:**

Deallocate 1.0 Full-Time Equivalent (FTE) Senior Program Manager - Employment & Training position and allocate 1.0 FTE Program Manager position.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Deallocate 1.0 FTE Senior Program Manager - Employment & Training (class 0751, salary range 515, position 01, M&C unit 09) in budget unit (BU) 597, effective beginning of the pay period following approval; and
2. Allocate 1.0 FTE Program Manager (class 0934, salary range 505, M&C unit 09) in BU 597; effective beginning of the pay period following approval.

**SOURCE OF FUNDING:**

Employment and Training Fund (1190)

**DISCUSSION:**

Within the Department of Health and Human Services (DHHS), Social Services Branch, there are currently two divisions that provide employment services to Social Services customers - the CalWORKs/Welfare to Work (CW/WtW) Division and the Employment and Training Division (ETD). The current structure has resulted in duplicative work, and DHHS believes a single Program Manager II with a single Program Manager structure would be more appropriate and would support a clearer, more efficient chain of command by having all employment services consolidated into one division within Social Services. The newly allocated Program Manager would be responsible for the Employment Resource Center lab, Helping Humboldt, CalFresh Employment and Training Program, Humboldt 2<sup>nd</sup> Chance programs and Business Services. This newly allocated Program Manager will report to the CW/WtW Program Manager II who will have responsibility for all program and services. This consolidation and restructure of classification will allow for a reduction in duplicative work, to align programs and streamline services, and to better program and system coordination.

County Human Resources has reviewed and is in support of this recommendation.

FINANCIAL IMPACT:

The annual salaries and benefits cost for a Program Manager position at the beginning step is \$123,228, while the annual salaries and benefits cost for the Senior Program Manager - Employment & Training position was included in the budget at \$156,209 at step E. The allocation of the Program Manager and the deallocation of Senior Program Manager - Employment and Training will result in a savings of \$32,981 in salaries and benefits in Fund 1190, Budget Unit 597 ETD. A budget adjustment is not needed as the newly allocated Program Manager position is less than the Senior Program Manager - Employment & Training position that was originally budgeted. The costs associated with this position will be included in future county budgets for ETD. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services while streamlining our programs and services.

OTHER AGENCY INVOLVEMENT:

County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to deallocate and allocate the requested positions. This alternative is not recommended because it would prevent DHHS from consolidating programs, streamlining services, and eliminating duplicative work.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: 21-1492