

July 10, 2019

Humboldt County Human Resources
825 5th Street, Rm 100
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This letter is to confirm a discussion I had with Yvonne Winter from the Department of Health and Human Services today regarding the Interagency Merit System classification change to the Eligibility Worker series. CPS-HR Consulting made changes to the classification series to update the duties, minimum qualifications and to add an optional trainee classification. In addition, CPS-HR changed the title from Eligibility Worker to Eligibility Specialist. Counties within the Interagency Merit System can either use the title of Eligibility Specialist for this series or they can use their existing titles.

When a system-wide classification change is made, the incumbents are automatically assigned the new classification, since they have been performing the duties of the job. This process “grandfathers” the incumbents into the revised classification without competition and has no negative impact on current staff within Humboldt County. Example: An incumbent in the Eligibility Worker I class who had been performing the duties for nine months, would be “grandfathered” to the Eligibility Specialist I classification and would be considered to have nine months at Eligibility Specialist level because the duties of the Eligibility Worker I are the same as the Eligibility Specialist I.

If you have any questions, please do not hesitate to contact me at (916) 471-3348 or krodriguez@cps-hr.us.

Best wishes



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cc: Yvonne Winter, Humboldt County Health and Human Services
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