



DATE: January 25, 2019

TO: Amador, Humboldt, Imperial, Monterey, Sutter, and Trinity County DSS Directors, and HR Directors

FROM: CPS HR Consulting

RE: Adopting Eligibility Specialist Series

Dear IMS County Representatives:

We are requesting your collaboration to adopt the MSS Eligibility Specialist Classification Series within your County. By March 31, 2019, CPS HR Consulting will no longer be able to support recruitments for the outdated classification of Eligibility Worker. We want to ensure continued staffing support for your County.

As you may recall, the Eligibility Worker (EW) classification series (EW I, II, III, and Supervisor) was scheduled for a Job Analysis/Classification Study in 2013; however, at the request of county welfare directors, the scheduled study was postponed due to the pending implementation of the Affordable Care Act (ACA) and the unknown impact of Health Care Reform on the EW classification series. CPS HR Consulting (CPS) began working in 2014 to gather a significant amount of data regarding the impact the ACA has had on the EW classifications within California; specifically, within the Interagency Agency Merit System (IMS) counties.

On July 9, 2016, the report was finalized and distributed to counties via email. CPS adopted the new title of Eligibility Specialist to replace the outdated title of Eligibility Worker, however counties were given the option to use their existing titles as their working titles. The email sent to the counties provided the following information:

*Greetings,*

*The final EW Classification Report and new Eligibility Specialist classification specifications are attached. This has been a long process and we thank you for your participation and efforts over that last 22 months. The new title for EW will be Eligibility Specialist. All counties are expected to adopt the new classification specification, although you may continue using your existing title as your county title, if you choose.*

*The classification specification is meant to be generic so that it is applicable to all IMS counties. We did make some slight changes to the classification specifications, based on the*

*input received from counties on the draft classification specifications that we sent out for review. Suggested changes that were specific to individual counties were not adopted, although those county specific duties can be added to your position duty statement or job description.*

*The Eligibility Specialist Trainee is a stand-alone classification specification; since this is an optional class and not all counties will adopt it. The Eligibility Specialist I/II are combined on a classification specification. These classes are intended to be flexibly staffed. Incumbents are expected to increase the knowledge and skill as they move through these classifications in the series (ES Trainee through ES II).*

*Although we did not make any recommendations regarding salary level, we encourage all counties to work with their County Human Resources Departments to review compensation for these classifications, given the revised duties and minimum qualifications. We understand that implementing the new classification specifications may be a meet and confer issue that will delay counties in adopting these new classifications. You will continue to use the current Eligibility Worker classification while your county is going through the process to adopt the new classification and title. Since each county process is different, the duration for implementation will vary. Your assigned consultant will be in contact with you periodically to see where you are in the process. Additionally, we will be reaching out to counties to review the new Eligibility Specialist exam during the pilot test phase.*

*If you have, any questions or concerns, please feel free to contact your assigned consultant or me, via email at [krodriguez@cps hr.us](mailto:krodriguez@cps hr.us) or by phone at (916) 471-3348.*

As of today's date, your County has not adopted the MSS Eligibility Specialist Classification Series and continues to use the outdated classification of Eligibility Worker. Each County must adopt the Eligibility Specialist Classification Series by March 31, 2019. Neither CalHR nor CPS HR consultants will be able to support recruitments using the outdated Eligibility Worker class specifications after March 31, 2019.

CPS HR is available to meet with each county, individually, to discuss next steps and help develop an action plan to meet the March 31<sup>st</sup> target. Please contact Karen Rodriguez via e-mail at [krodriguez@cps hr.us](mailto:krodriguez@cps hr.us) or by phone at (916) 471-3348 for assistance or to address any questions.

Sincerely,



Christina Batorski Peacock  
Manager, Recruitment Solutions  
CPS HR Consulting