



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C9

For the meeting of: March 27, 2018

Date: March 12, 2018

To: Board of Supervisors

From: Connie Beck, Director
Department of Health and Human Services

Connie Beck
Fun C.B
3/12/18

Subject: Allocate one (1.0) full-time equivalent Program Manager I

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate one (1.0) full-time equivalent (FTE) Program Manager I (class 0747, salary range 497) in budget unit (BU) 511; effective immediately following approval.

SOURCE OF FUNDING:

Social Services

DISCUSSION:

The Department of Health and Human Services (DHHS), Social Services has experienced an increased need and support for the CalWORKs Division. The requested position to be allocated, Program Manager I, will have the responsibility for Quality Assurance and monitoring DHHS contracts for Child Support Memorandum of Understanding (MOU), Hoopa Tribal Temporary Aid to Needy Families (TANF), Yurok

Prepared by Connie HagQuist, Staff Services Analyst - ES

CAO Approval *Caroline Hagg*

REVIEW:

Auditor *WBM* County Counsel _____ Human Resources *KLB* Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bass*

Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *3/27/18*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

Tribal TANF and Karuk Tribal TANF. This position would also be responsible for the following program areas; CalWORKs Eligibility, Child Welfare Services Eligibility (Foster Care, Adoption Assistance Program, etc.) Medi-Cal Eligibility Data Systems (MEDS), Income Eligibility Verification Systems (IEVS), Cal-Learn Eligibility, Linkages Eligibility, Housing Assistance Program (HAP) processes for Eligibility, CalFresh connected to CalWORKs, Medi-Cal connected to CalWORKs and the Hoopa Outstation along with security for IEVS and MEDS and ensuring annual Federal Tax Information (FTI) Training, MEDS security and overseeing MEDS reconciliation. This position will also be supervising two Supervising Integrated Caseworkers, three Eligibility Supervisors and one Staff Services Analyst.

FINANCIAL IMPACT:

The annual salary and benefits associated with the request to allocate one (1.0) FTE Program Manager I (class 0747, salary range 497) is \$131,097. The overall estimated increase for the remaining nine pay periods of the 2017-18 fiscal year is \$45,380. There are sufficient salary savings due to vacancies in fund 1160, budget unit 511 – Social Services in the fiscal year 2017-18. Future funding starting with the proposed budget for fiscal year 2018-19 is a combination of federal and state allocations, grants and local funds. Approval of this position will not impact the general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure, providing community-appropriate levels of service and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Merit Systems

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

Merit Systems Classification Letter

March 6, 2017

Connie Beck, Director of Health and Human Services
Humboldt County Department of Health and Human Services
929 Koster Street
Eureka, CA 95501

Dear Director Beck:

This letter is in response to your department's request to reassign a Program Manager position to support the CalWORKs Division within Social Services. This position will report to and assume some of the existing responsibilities of the Program Manager II – CalWORKs Division.

The proposed duties of this position are as follows:

- Supervision of 2 Supervising Integrated Caseworkers, 3 Eligibility Supervisors and 2 Staff Services Analyst
- Responsibility for the following program areas: CalWORKs Eligibility, CSW Eligibility, MEDS, IEVS, Cal-Learn Eligibility, Linkages Eligibility, HAP processes for Eligibility, CalFresh connected to CalWORKs, Medi-Cal connected to CalWORKs and the Hoopa Outstation
- Responsibility for Quality Assurance
- Monitor DHHS contracts for Child Support MOU, CTPP Tribal TANF, Hoopa Tribal TANF, Yurok Tribal TANF and Karuk Tribal TANF
- Co-Monitor (with PM II) other DHSS contracts for Family Resource Centers and Humboldt Domestic Violence
- Security for IEVS and MEDS; complete annual IEVS Safeguard Plan, ensure annual FTI training, ensure MEDS security and oversee MEDS reconciliation

Based on the duties identified, the Program Manager I would be the appropriate classification for these duties. Please let me know if you have any questions.

Sincerely,



Karen Rodriguez
MSS Senior Consultant

Cc: Yvonne Winter, Humboldt County HHS Employee Services
Humboldt County Department of Human Resources