



# COUNTY OF HUMBOLDT

For the meeting of: 1/12/2021

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File #: 20-1655

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**SUBJECT:**

Deallocate Two Vocational Assistant positions and Four Social Service Aide positions, Allocate Five Office Assistant positions and One Senior Office Assistant position

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Deallocate two full time equivalent (FTE) 1.0 Vocational Assistant/Trainee positions (salary range 299/285, class 0742, position 09 and 10) in budget unit (BU) 508;
2. Deallocate four FTE 1.0 Social Service Aide positions (salary range 309, class 0708, position 29, 30, 31 and 32) in BU 508;
3. Allocate five FTE 1.0 Office Assistant I/II positions (salary range 282/307, class 0179A/B) in BU 508; and
4. Allocate one FTE 1.0 Senior Office Assistant position (salary range 342, class 0135) in BU 508; effective beginning of the pay period following approval.

**SOURCE OF FUNDING:**

Social Services Fund (1160)

**DISCUSSION:**

There has been significant increase over the last 5 years of Department of Health and Human Services - Child Welfare Services (DHHS - Child Welfare Services) caseloads and staffing at the social worker, social service aide, social worker supervisor and administrative levels to accommodate the caseload expansion. There has not been an increase in clerical staffing to support the expanded caseloads and expanded staff. As a result, a local temp agency has been utilized to support clerical for the past 2 years. At the end of the contract period DHHS - Child Welfare Services hired as many qualified extra help clerical staff as possible. DHHS - Child Welfare Services requests that the Board of Supervisors deallocate two vacant Vocational Assistant/Trainee positions and four Social Service Aide positions and to allocate five Office Assistant I/II positions to increase the staff within the clerical unit with permanent full-time employees to support the DHHS - Child Welfare Services system.

DHHS - Child Welfare Services is restructuring and has added an Indian Child Welfare Act Program,

Continuous Quality Improvement Program and Workforce Development Program to accommodate the expanding need to support the expanded caseloads and staffing. As DHHS - Child Welfare Services is now servicing more families there has also been an increase in request for services for consumers. These expansions have resulted in a need for an additional Senior Office Assistant to provide support to the additional programs.

FINANCIAL IMPACT:

The deallocation and allocation of the positions will result in savings for DHHS - Child Welfare Services. The deallocation of the two Vocational Assistants and four Social Services Aides will result in annual savings of \$343,653 in salaries and benefits. The allocation of one Senior Office Assistant and five Office Assistants will result in annual cost of \$334,839 in salaries and benefits. The overall annual savings will be \$8,814 for Fund 1160, Budget Unit 508 - Child Welfare Services.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to not allocate the requested positions. This alternative is not recommended because it would prevent DHHS - Child Welfare Services from providing appropriate support to their Social Worker staff.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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