



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.

# C14

For the meeting of: February 6, 2018

Date: January 22, 2018

To: Board of Supervisors

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

*Connie Beck*  
1/22/18

Subject: Allocate two (2) 1.0 full time equivalent (FTE) Social Worker I/II positions.

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate two (2) 1.0 FTE Social Worker I/II positions (class 0727A/B, salary range 355/380) in budget unit 511 effective immediately.

### SOURCE OF FUNDING:

Social Services Fund

### DISCUSSION:

The Department of Health and Human Services (DHHS) Social Service has experienced increased need for the CalWORKs Housing Support Program (HSP) and Housing and Disability Income Advocacy Program (HDAP). The program objective is assisting families in becoming housed rapidly and to provide direct support and services to families once housed up to two and half years. Along with the additional expectations of engaging with property owners and managers to identify available housing and address residents' challenges and facilitate communication with property managers and families is the reason for the request for two additional Social Worker I/II positions.

*Elisha Hayes*

Prepared by Connie Hagquist, Staff Services Analyst - ES CAO Approval \_\_\_\_\_

REVIEW: Auditor MJM County Counsel \_\_\_\_\_ Personnel AD Risk Manager \_\_\_\_\_ 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: 2/6/18

By: Elisha Hayes  
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The annual salary and benefits associated with the request to allocate two (2) 1.0 FTE Social Worker I/II positions (class 0727A/B, salary range 355/380) at step 1A is \$127,480 (\$63,740 per FTE). The overall estimated increase for the remaining 10 pay periods of the 2017-18 fiscal year is \$49,031 (\$24,515 per FTE). There are sufficient salary savings due to vacancies in fund 1160, budget unit 511 – Social Services in fiscal year 2017-18 to accommodate this request. These costs will be incorporated into the county proposed budget in fiscal year 2018-19 and future years. Funding for these positions are a combination of federal, state, allocations and grant and local funds. Approval of these positions 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 Services  
Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Classification Review

December 5, 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 review the duties of two new positions. CPS-HR was asked to review the duties to see if they are consistent with the classification of Social Worker I/II. The new positions will be used to help clients obtain housing assistance for General Relief and/or CalWorks clients.

The Social Worker I is an entry/trainee level in the professional Social Worker series. Employees in this class are learning casework methods, procedures, policies and carry a limited non-complex social services caseload under close supervision and receive in-service training; are given close and constant supervision while learning social work principles, social service programs, basic case work methods and techniques, and departmental rules, regulations and procedures. The Social Worker II is the journey level in the series. Employees at this level are expected to carry a full caseload of moderately difficult cases requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for service. Employees work with a high degree of independence in administering services and in using agency or community resources.

The typical duties of a Social Worker I/II may include, but are not limited to the following:

- Conducts interviews with clients, family members, and others in their home, in the office, or via telephone to assess the basic social, physical, and mental needs of clients and obtain health information in order to identify and provide social services
- Performs case studies and evaluates individual and family case information to assess the safety; determines appropriate types and methods of treatment
- Develops and carries out culturally sensitive non-complex to moderate treatment plans for an assigned caseload; assists clients and family members to develop strategies to accomplish case plan goals
- Refers clients to other staff members, or to community resources for direct and intensive services and specialized counseling as necessary; advocates on the clients' behalf for most appropriate services including enabling services
- Assists applicants and recipients in utilizing available resources
- Interprets policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility
- Makes home visits in connection with casework assignments
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers
- May be assigned to specialized functions
- Participates in in-service training and other staff development activities
- Receives casework consultation from professionally trained staff members
- Provides community outreach for various agency programs
- Maintains client confidentiality; performs all duties in conformance with the National Association of Social

- Workers (NASW) Code of Ethics
- Performs related duties as assigned

The duties identified for the new positions will be as follows:

- Housing Program Service Delivery/Management – 35%
  - Administers assessment tool at intake and exit
  - Creates a non-complex Housing Service Plan and reassess the plan as needed
  - Reviews and relay Housing program requirements/expectations
  - Provides input on more complex Housing Service Plans
  - Monitors Housing Service Plans and updates services as needed
  - Conducts home visits to support housing and address housing related obstacles
  - Transport clients to and from housing related activities
  - Teaching and training to help clients overcome housing barriers
- Outreach and engagement – 35%
  - Provides preliminary landlord outreach/engagement to discuss the benefits of the HAP program
  - Interacts with Landlords to support clients obtaining and maintaining housing
  - Recommends appropriate payments to landlord/property managers and other vendors related to securing and sustaining permanent housing
- Other Case management – 30%
  - Participates in case staffing and unit meetings
  - Refers families to appropriate services/service providers
  - Receives case consultations from Social Worker IV-C
  - Make CWS and APS reports when appropriate
  - Communicate with CalWORKs ETW and EW as well as partner service providers
  - Case documentation in CIV
  - Actively engage clients via telephone and face to face visits
  - Work in a team setting and independently under close supervision of Social Worker Supervisor
  - Performs related duties as assigned

These duties are within the scope of the Social Worker I/II classification. While the classification specification lists typical duties, incumbents do not necessarily perform every duty listed. Please let me know if you have any questions.

Sincerely,



Karen Rodriguez  
Senior Human Resources Consultant  
Merit System Services Program

cc: Yvonne Winter, Humboldt County Department of Health and Human Services  
Lisa DeMatteo, Director, Humboldt County Department of Human Resources  
Connie HagQuist, Humboldt County Department of Health and Human Services