



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-7

For the meeting of: November 15, 2016

Date: October 27, 2016

To: Board of Supervisors

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

Subject: Authorize Temporary Increase in pay for Emily Casselman, Social Worker III pursuant to Article 12.4.1 of the AFSCME Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. It is recommended that the Board of Supervisors authorize temporary increase in pay for Social Worker III, Emily Casselman, (Class 0727C, Range 392) as though promoted to Social Worker Supervisor I (Class 1708, Range 445) beginning November 20, 2016 and continuing until the position is filled.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

The Department of Health and Human Services (DHHS) has requested and been approved by Merit System Services (MSS) to allocate a Social Worker Supervisor I position in In Home Supportive Services (IHSS). An agenda item is in development to request your Board's approval to disallocate vacant positions and allocate this position and other MSS recommendations within IHSS. On October 23, 2016 Ms. Casselman

Prepared by Yvonne Winter, Deputy Director - ES

CAO Approval *E. Shialler*

REVIEW:

Auditor *MSA* County Counsel

Personnel *RS*

Risk Manager

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

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

Ayes *Fennell, Bass, Lovelace, Sundberg, Bohn*

Nays

Abstain

Absent

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

Dated: *November 15, 2016*

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

assumed the principle duties of the Social Worker Supervisor I in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days; which ends November 19, 2016. The Department of Health and Human Services is requesting that the Board of Supervisors approve continuance of the acting supervisor salary until the position is filled.

FINANCIAL IMPACT:

The increased monthly cost of a Social Worker Supervisor I (Class 1708, Range 445) from a Social Worker III (Class 0727C, Range 392) is \$1,209. Approval of the continuance of the acting supervisor until the position is filled, starting effective November 19, 2016, is estimated at \$9,068 for the remainder of the 2016-17 fiscal year. This position resides in fund 1160, budget unit 511 (Social Services) and is funded through IHSS. There is sufficient appropriation to cover this request due to unexpected salary savings. There is no impact to the county general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1

Merit System Letter dated October 10, 2016



Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

Date: October 20, 2016
To: Emily Casselman, Social Worker III
From: Connie Beck, Director
RE: Out of Class Assignment

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of a Social Worker Supervisor I. This vacant position is currently a Supervising Public Health Nurse that is being reallocated as a Social Worker Supervisor I with the approval of the Board of Supervisors and CPS/Merit System Services.

This assignment is effective October 23, 2016 and ending November 19, 2016; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Social Worker Supervisor I class. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the position is approved by the Board of Supervisors and filled by the department.

I appreciate your willingness to assume this role and encourage you to contact me should you have any questions or concerns throughout this assignment.



Connie Beck, Director

Dan Fulks, Human Resources Director



Mental Health
phone: (707) 268-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
phone: (707) 476-4700
fax: (707) 441-2096

October 10, 2016

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 add additional IHSS positions in response to the Quality Improvement Action Plan initiated by the California Department of Social Services (CDSS) and additional positions assigned to Adult Protective Services to meet workload needs.

IHSS POSITIONS

Social Worker Supervisor I (1)

- Plans, assigns, directs, mentors, coaches and reviews the work of SW I/II and SW III staff.
- Selects, trains, evaluates, and disciplines subordinate staff.

Social Worker III (2)

- IHSS case assignments including, IHSS intake assessment, complex case management, case planning, safety planning, and linkages to community supports.

Social Worker I/II (2)

- IHSS case assignments including, IHSS ongoing assessment, case planning, safety planning, and linkages to community supports.

APS POSITIONS

Social Service Aide

- Provide case support to SW III and IV providing APS Services. Including assistance with transportation, housing and accessing community resources.

Social Worker IV

- APS case assignment including immediate response, investigation and assessment of abuse and neglect, ongoing case planning and management, intervention and linkages to community supports.

Based on the duties that have been identified and the program needs, these positions are the appropriate classifications for these duties

Once your department has approval from the Board of Supervisors to add these positions, please provide MSS with the Board minutes. Once received, MSS will conduct recruitments to fill these vacancies, at the county's request.

Please let me know if you have any questions.

Sincerely,



Karen Rodriguez
MSS Senior Consultant

Cc: Yvonne Winter, Humboldt County Department of Health and Human Services
Dan Fuls, Director, Humboldt County Department of Human Resources