



# COUNTY OF HUMBOLDT

## Legislation Text

---

**File #:** 18-1328, **Version:** 1

---

**To:** Board of Supervisors

**From:** DHHS: Administration

**SUBJECT:**

Deallocate two (2) Vacant Office Assistant I/II positions and Allocate one (1) Social Worker I/II/III Position in Budget Unit 511

**RECOMMENDATION(S):**

That the Board of Supervisors deallocate two (2) 1.0 full time equivalent (FTE) vacant Office Assistant I/II positions (class 0179A/B, position 27 and position 30, salary range 270/301) in budget unit (BU) 511; and allocate one (1) 1.0 FTE Social Worker I/II/III (class 0727A/B/C, salary range 357/382/398) in BU 511 effective immediately upon Board of Supervisors approval.

**SOURCE OF FUNDING:**

Social Services Fund

**DISCUSSION:**

As outlined in the In-Home Supportive Services (IHSS) Quality Assurance/Quality Improvement (QAQI) Policy manual (All-County Letter No. 13-110) and All-county Information Notice (ACIN) I-22-15 (released April 9, 2015), the California Department of Social Services (CDSS) requires county In-Home Supportive Services Quality Assurance (IHSS QA) staff to complete a minimum number of case reviews each year. The required number is based on the county's caseload (which fluctuates slightly year-to-year) and staffing allocation.

For fiscal year 2018-2019, the expectation is that QA will complete a minimum of 286 Desk Reviews and 57 Home Visits. Having just one (1) Social Worker III to conduct scheduled reviews has negatively impacted the program's ability to meet state regulations.

Filling the Social Worker III vacancy will ensure compliance in all areas of Quality Assurance/Quality Improvement and eliminate the need to pull other staff from their assigned duties to assist. We feel that using the two vacant Office Assistant positions to fund the vacant Social Worker III position will be the best use of our workforce and program resources at this time.

**FINANCIAL IMPACT:**

The deallocation of two (2) 1.0 FTE vacant Office Assistant I/II positions (class 0179A/B, position 27 and position 30, salary range 270/301) will reduce salary and benefits in the amount of \$97,183 (\$48,591.50 each). The request to allocate one (1) 1.0 FTE Social Worker I/II/III (class 0727A/B/C, salary range 357/382/398) will increase salary and benefits in the amount of \$77,528. Salary savings of \$19,655 are anticipated in fund 1160, budget unit 511 for fiscal year 2018-19 due to this change in staffing allocations.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and protect vulnerable populations.

**OTHER AGENCY INVOLVEMENT:**

Merit Systems Services

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve the requested position allocation. However, this alternative is not recommended since it will not allow DHHS - In Home Supportive Services to be in compliance with the completion of the minimum number of case reviews, which supports the Board's Strategic Framework for providing supportive services to some of our community's most vulnerable citizens.

ATTACHMENTS:

Classification Review

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A