



## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Barbara Scriven for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Barbara Scriven, Human Resources Analyst III, 253-4000  
**SUBJECT:** Amend the Departmental Allocation List - HHSA

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Social Services Division of the Health and Human Services Agency with regards to deleting one (1) Resource Specialist and adding one (1) Eligibility Worker III, effective January 31, 2006.

### **EXECUTIVE SUMMARY**

Amends the Departmental Allocation List for the Social Services division of the Health and Human Services Agency deleting a Resources Specialist and adding an Eligibility Worker III, effective January 31, 2006.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Resource Specialist classification is paid at a higher salary rate (approximately 1.5% higher) than the Eligibility Worker III classification due to their need to counsel and direct CalWORKs participants toward the ultimate goal of employment while assisting them in overcoming personal and family barriers to self-sufficiency. Utilizing an Eligibility Worker to manage these particular cases will result in a small salary savings to the program.
Is the general fund affected?	Yes

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Future fiscal impact:	As indicated above, some salary savings will be realized if the requested action is approved.
Consequences if not approved:	Fiscally, a higher salary will be paid than is necessary to accomplish the desired customer service outcomes for CalWORKs-eligibility only cases. Programmatically, staff resources will not be used to their highest potential for effective customer service.
Additional Information:	The CalWORKs Single Allocation funds both CalWORKs Eligibility and Welfare-to-Work functions. There is a mandated County Maintenance of Effort amount of \$404,996 associated with this allocation, which must be met in order to draw down federal and state funding.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

In an effort to better serve clients and to consolidate the caseload of "child-only cases," the Agency is requesting a currently vacant 1.0 FTE Resource Specialist - bilingual position be deleted, and a 1.0 Eligibility III - bilingual position be added to the departmental allocation list.

Currently, the Department has two Resource Specialist positions to manage a number of "CalWORKs-eligibility only" cases (cases that have neither Welfare-to-Work requirements nor case management needs). The requested change in position classification (for a currently vacant position) will consolidate these type of cases into a single caseload at the Eligibility Worker level. CalWORKs-eligibility only families are not required to have a Welfare-to-Work plan and do not require all of the associated case management attention focused on employment and self-sufficiency. Utilizing an Eligibility Worker, which is less specialized than a Resource Specialist, to case manage families who have no need of the Resource Specialist's specialized employment and counseling skills is a more efficient use of staff resources.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey