



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: August 18, 2015

Subject: Add one Eligibility Work Supervisor I, one SS Program Assistant full time positions and cancel two Social Worker positions 4073 and 13147

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21716 to add one (1) Eligibility Work Supervisor I (XHHA)(represented) position at Salary Plan and Grade KKK 1506 (\$4,931-\$6,297) and one (1) Social Service Program Assistant (XOSA) (represented) position at Salary Plan and Grade 255 1384 (\$4,381-\$5,326); and cancel two (2) Social Worker (XOVC) (represented) vacant positions #4073 and #13147 at Salary Plan and Grade 255 1434 (\$4,604-\$5,596) in the Welfare to Work Division of the Workforce Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of these positions, there will be an annual increased cost of \$29,952. These position will be funded 80% Federal revenue and 20% State revenue. The annual pension cost is approximately \$44,945.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/18/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: August 18, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: Federal D. Glover, District V
Supervisor

By: Chris Heck, Deputy

Contact: Anne Crisp (925)
313-1527

BACKGROUND:

The Department requests to add one full time Eligibility Work Supervisor I position and one Social Service Program Assistant position and to cancel two Social Worker positions 4073 and 13147 in the Welfare to Work (WTW) Division of the Workforce Services Bureau.

In the Department's review of the increasing Welfare to Work caseloads in East County Antioch office, it was determined that additional positions are needed to manage the caseloads. At the same time it was found that the caseloads do not warrant the need for the two vacant Social Worker positions that are to be canceled. Currently the WTW Social Service Program Assistants (SSPA) in the Antioch office are carrying an average of 140 cases. It is critical to operations to add these positions in order to have timely engagement of clients in order to assign the clients to appropriate work and training activities. Providing timely client services is a major criteria for the Work Participation Rate (WPR). These numbers are a factor in the state's reimbursement rates to the County.

The Social Service Program Assistants meet with clients, determine appropriate work and training activities and document the activities in the system. The Eligibility Work Supervisor reviews the documentation of casework and reviews with workers steps to engage clients and ensure that services are being provided.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add these positions may result in delays in providing client services which will negatively impact our WPR which impacts revenue.

CHILDREN'S IMPACT STATEMENT:

These positions will provide the Department with the additional staff and supervisory support to staff working with Welfare to Work clients and training activities. These services are in support of the five community outcomes established in the Children's Report Card: Families that are Economically Self Sufficient; Families that are Safe, Stable and Nurturing; and communities that are Safe and provide a High Quality of Life for Children and Families.

ATTACHMENTS

P-300 #21716