



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: September 27, 2016

Subject: Add three Social Workers, one Clerk-Experienced Level, One Account Clerk-Experienced Level in Aging & Adult Services

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21939 to add three (3) Social Worker (XOVC) (represented) full time positions at Salary Plan and Grade 255 1434 (\$4,604-\$5,596) in the Employment and Human Services Department, Aging and Adult Services Bureau's Home Support Services Division.

ADOPT Position Adjustment Resolution No. 21942 to add one (1) Clerk – Experienced Level (JWXB) (represented) full time position at Salary Plan and Grade 3RH 0750 (\$2,905-\$3,605) and one (1) Account Clerk Experienced Level (JDVC) (represented) full time position at Salary and Grade 3RH 0755 (\$3,192-\$3,958) in the Employment and Human Services Department, Aging and Adult Services Bureau's Home Support Services Division.

**FISCAL IMPACT:**

Funding for both positions is accounted for in Appropriation and Revenue Adjustment No. 5006. Upon approval of Position Adjustment Resolution No. 21939 there is an annual cost

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/27/2016** ☒ 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  
Federal D. Glover, District V 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: September 27, 2016

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)  
313-1560

cc: Holly Trieu

of \$304,045. These positions are funded with 56% Federal and 44% State revenue. The annual pension

### FISCAL IMPACT: (CONT'D)

cost is approximately \$60,672.

Upon approval of Position Adjustment Resolution No. 21942 there is an annual cost of \$144,599. These positions are funded with 45% Federal, 41% State revenue and 14% County fund. The annual pension cost is approximately \$26,789.

### BACKGROUND:

Effective January 1, 2016 the California Department of Social Services mandates the implementation of the Federal Labor Standards Act (FLSA) per Senate Bills 855 and 873. There are over 8,604 IHSS clients who qualify for in home care and their providers are paid through IHSS and the Public Authority. The mandate requires the In Home Supportive Services (IHSS) Division to administer new functions including overtime monitoring and travel time for providers, scheduling of multiple providers for a single client, appeals processes, management of violations, and emergency back-up for providers. Currently the FLSA guidelines require several levels of activity involving Social Workers and Account Clerks in IHSS Payroll.

The Employment and Human Services Department created a staff unit in April 2016 to administer the new regulations; however, additional staff is needed. The Social Workers are required to approve overtime requests, travel time and wait time based on the clients authorized services – these are new duties for Social Workers and cannot be absorbed into their existing caseloads. The newly hired Social Workers will be assigned the full range of IHSS duties in order to provide caseload relief and allow all Social Workers to manage the FLSA-driven changes on their caseloads. The Account Clerk is needed to administer payroll to over 8,000 providers, sort and open mail, collect mailers, and input data into CMIPS II, including new enrollment documents and schedules. The Clerk – Experienced Level will provide clerical support to the unit.

### CONSEQUENCE OF NEGATIVE ACTION:

If these positions are not approved the In Home Supportive Services and Public Authority will be out of compliance with the California Department of Social Services (CDSS) instructions on Senate Bill 855 and Senate Bill 873 which will govern the implementation of the Federal Labor Standards Act (FLSA) rules. Delays in processing forms would delay the payment to providers for services rendered, thus placing the recipients' care in jeopardy. Non-compliance with CDSS regulations may place the County at risk for sanctions and other corrective action by the state.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### ATTACHMENTS

P300 No. 21939 EHSD

P300 No. 21942 EHSD