



# Board Agenda Item 52

DATE: October 24, 2023  
TO: Board of Supervisors  
SUBMITTED BY: Sanja Bugay, Director, Department of Social Services  
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

**Approve Amendment to the Salary Resolution deleting one vacant Staff Analyst I/II/III position and adding a Departmental Public Information Officer classification to the Department of Social Services Org 5610, effective October 30, 2023, as reflected on Appendix E.**

There is no increase in Net County Cost (NCC) associated with the recommended action, which will delete one Staff Analyst I/II/III position and add one Departmental Public Information Officer (PIO) position. The Departmental PIO will support disseminating information to the community, county partners, community-based organizations and other partners' major departmental service and operational changes that impact the community at large. The position will be funded with State and Federal Social Services funds, 2011 Realignment in lieu of State General Funds for Child Welfare Services (CWS) and Adult Protective Services Programs that were realigned to counties through Assembly Bill 118, 1991 Realignment, and budgeted NCC, which offsets the General Relief (GR) Program share of cost. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, the Department will be unable to reclassify the Staff Analyst position appropriately to a Departmental PIO.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended action. The FY 2023-24 cost (\$37,535) will be offset with State and Federal Social Services funds (\$31,826), 2011 Realignment (\$2,445) in lieu of State General Funds for Child Welfare Services and Adult Protective Services Programs that were realigned to counties through AB 118, 1991 Realignment (\$3,047) and the required NCC (\$217), which offsets the GR Program share of cost. The 1991 Realignment and Net County Cost will not be increased due to optimization in time studies and will be absorbed by the Department of Social Services Org 5610 using existing budgeted appropriations. Sufficient appropriations and estimated revenues are included in the Department's Org 5610 FY 2023-24 Adopted Budget.

DISCUSSION:

The Department of Social Services is a very large and complex organization that provides a variety of services that protect the children and adults within the community from abuse and neglect and provides a safety net through a range of public assistance and employment services programs. The Department is responsible for the administration of child welfare services, adult services, and public assistance programs. These programs focus on providing temporary and supportive services to individuals and families in need,

while assisting them to achieve their goal of self-sufficiency.

Due to the size and complexity of the Department, a highly qualified individual to liaison effectively between all of these organizations and the public at large is needed. On December 13, 2022, your Board approved the addition of several positions within the Department's administration division, which included one Staff Analyst I/II/III to be dedicated as the Department's PIO. The Department has been unable to fill this position.

On October 10, 2023, your Board approved an item that included retitling the County's existing PIO position to Departmental PIO, which provides County departments access to PIOs subject to approval by your Board.

Approval of the recommended action will delete a Staff Analyst I/II/III position and add a Departmental PIO position to support the dissemination of information on major departmental services and operational changes to the community, county partners, community-based organizations and other partners which impact the community at large. The Departmental PIO will understand departmental systems and services and their interplay with other County departments with the goal of building open and clear communication.

REFERENCE MATERIAL:

BAI #12, October 10, 2023  
BAI #9, December 13, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix E

CAO ANALYST:

Ronald Alexander