



# Board Agenda Item 38

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DATE: October 5, 2021

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Social Services

SUBJECT: Waiver of Extra-Help Weekly and Annual Maximum Hours Limitation for Calendar Years 2021 and 2022.

RECOMMENDED ACTION(S):

**Authorize a waiver of the 28 hours per week and 960 hours per year maximum limitations for Extra-Help positions in the Department of Social Services as listed on Attachments A and B for calendar years 2021 and 2022, pursuant to the provisions set forth in the Salary Resolution, section 1100 and Personnel Rules 2040 and 4240.**

There is no additional Net County Cost associated with the recommended action. Approval will provide the Department of Social Services additional capacity to process accumulated work and support responses to regulation changes through end of calendar year 2021 and 2022. The recommended action applies to waivers for 50 Eligibility Worker, 50 Social Worker and Social Work Practitioner, and 10 Staff Analyst positions. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may opt not to approve the recommended action; however, increasing workloads for staff may result in the Department being unable to meet program mandates to provide for the safety and security of at-risk adults and families. Unmet mandates may result in monetary penalties due to failure to comply with state and federal legislation.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues for the positions and any additional costs, which are funded with state and federal social service revenue with the required county match, are included in the Department's Org 5610 FY 2021-22 Adopted Budget and will be included in the FY 2022-23 budget request.

DISCUSSION:

The Department is a mandated government agency governed by a multitude of federal and state regulations whose purpose is to protect and assist vulnerable children and adults. The Department provides support to one out of every two residents in the County and partners with other departments and outside agencies to ensure that individuals and families are safe, self-sufficient, and healthy.

On January 13, 2015 and June 7, 2016, your Board reiterated County policy that the use of Extra-Help employees should:

- be of limited duration;
- not be used as a first response to staffing requirements;
- not supplant work regularly performed by permanent employees; and
- only be used to meet the critical, seasonal, or temporary work needs of County Departments on a limited basis.

On June 5, 2018, your Board approved Salary Resolution Amendments that provided departments with needed flexibility, while limiting the use of Extra-Help positions.

As provided in the Salary Resolution Amendments, the Department is recommending a waiver of the 28 hours per week and 960 hours per calendar year limitations for the Extra-Help positions listed on Attachments A and B.

The Department is currently working to fill temporary short-term vacancies for Social Services and Child Welfare programs to assist with workloads continuing past the COVID-19 emergency. These positions are classified as Extra-Help, defined as appointments made to non-regular, non-permanent positions established on a temporary basis to meet peak loads, unusual work situations, seasonal and recurrent work, intermittent assignments, or emergencies. Benefits are not included with these positions.

The identified Staff Analyst positions will be used to assist with new requirements and additional workloads related to changes in regulations continuing past the COVID-19 emergency. The Eligibility Worker, Social Worker, and Social Work Practitioner positions will be used to meet additional workloads for Social Services and Child Welfare programs continuing from the COVID-19 emergency. Skilled workers will be needed for these positions to assist with processing while reducing training time.

The Department may fill some vacancies with recently retired County employees and will inform and request permission from County's Human Resources Department and the County Administrative Office when filling positions with identified retired employees.

As both federal and state authorities continue to update Social Service program regulations, the Department will continue to respond to changing requirements and mandates. The Department has developed strategies to address the increased work and meet new federal and state expectations. The Extra-Help positions will assist with completing the increased workloads identified by the Department and ensure flexibility while responding to updated requirements and regulations.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachments A and B

CAO ANALYST:

Sonia M. De La Rosa