



Board Agenda Item 46

DATE: April 11, 2023

TO: Board of Supervisors

SUBMITTED BY: Sanja Bugay, Director, Department of Social Services

SUBJECT: Waiver of Extra-Help Weekly and Annual Maximum Hours Limitation for Calendar Year 2023

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 Attachment A for calendar year 2023, 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 ongoing work due to the implementation of the Statewide California Statewide Automated Welfare System (CalSAWS) time demands for training, testing, and data clean up on permanent staff. The recommended action applies to waivers for ten (10) Job Specialist, two (2) Supervising Office Assistants, six (6) Social Services Program Supervisor and one (1) Social Services Appeals Specialist position. 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 assistance to youth and families. Unmet mandates may result in monetary penalties due to failure to comply with state and federal regulations.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The proposed extra-help positions will be funded with state, federal social service revenue and the required county match. Sufficient appropriations and estimated revenues are included in the Department's Org 5610 FY 2022-23 Adopted Budget and will be included in the FY 2023-24 budget request.

DISCUSSION:

The request adds to the previously approved item, to assure the Department can hire the appropriate classifications during the CalSAWS implementation effort. CalSAWS implementation requires full days of training during regular work hours. The Department provides support to many residents in the County and partners with internal and external 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 departments on a limited basis.

The Department continues to fill temporary short-term vacancies for public assistance programs to alleviate workloads and also address time demands on permanent staff for CalSAWS training and documentation preparation. The CalSAWS implementation effort will decrease the availability of staff trainers. The utilization of experienced staff would not require training to support ongoing consumer needs; therefore, the Department may fill some of these positions with retired employees. The request to waive the 960 hours would not apply to retiree.

These Extra-Help positions will rapidly assist with case processing during the time staff are attending CalSAWS implementation meetings trainings and data review and clean up. The Extra-Help positions will assist with the increased and ongoing workloads identified by the Department and ensure flexibility while responding to the needs of the community.

REFERENCE MATERIAL:

BAI #59, November 29, 2022
BAI #37, June 7, 2016
BAI #19, January 13, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A

CAO ANALYST:

Ron Alexander