



# Board Agenda Item 66

DATE: April 7, 2026

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 Senior Staff Analyst position and one vacant Office Assistant position and adding one Program Manager Position to the Department of Social Services Org 5610, effective April 13, 2026 as reflected in Appendix “C”.**

There is no increase in Net County Cost (NCC) associated with the recommended action, which will ensure that the Department has sufficient oversight of communications and legislative analysis, increasing capacity to strategically plan for upcoming programmatic changes resulting from state and federal action. The addition and deletions of positions in the recommended action will result in a net decrease of one position to the Department’s total allocation.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended actions, the Department will continue its communication practices and legislative analysis up to current capacity and the Department’s organizational structure would remain unchanged. This would limit the Department’s ability to maintain consistent practice, anticipate operational needs, and proactively develop policies that improve client services.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended action. The cost for the Program Manager position (\$170,072) will be fully offset with the deletion of one vacant Senior Staff Analyst position (\$148,610) and one vacant Office Assistance position (\$71,656). Ongoing funding for the Program Manager position will be offset with State and Federal Social Services funds, 2011 Realignment Funds, 1991 Realignment funds, and the required NCC, which offsets the General Relief Program share of cost. Sufficient appropriations and estimated revenues are included in the Department’s Org 5610 FY 2025-26 Adopted Budget.

DISCUSSION:

The Department of Social Services is a large, complex organization that administers child welfare services, adult services, and several public assistance programs designed to assist individuals and families in achieving health, safety, and self-sufficiency.

On December 13, 2022, your Board approved the addition of one Senior Staff Analyst position to be assigned to the director for key projects and assistance with executing the director’s priorities, as well as one Staff Analyst position to act as the department’s public information officer.

On October 24, 2023, your Board approved the deletion of one vacant Staff Analyst position and adding one Departmental Public Information Officer position to best meet the Department's highly complex needs.

As the Department continues to experience significant, ongoing changes brought about by State and federal action, such as major program reforms through H.R. 1, it will be crucial that clients, staff, partner agencies, the County Administrative Office, and your Board are apprised of impacts.

Approval of the recommended action will allow the Department to hire a Program Manager, responsible for overseeing the Department's internal and external communication, legislative analysis, special projects, and assistance with accomplishing the Director's priorities. Through the addition of a Program Manager in lieu of a Senior Staff Analyst, the Department will be able to establish effective planning, development, and oversight of communications and legislative analysis. This position will supervise the Departmental Public Information Officer and administrative staff to fulfill these functions without increasing the Director's direct reports or limiting the Director's capacity to delegate or assign projects that push forward Department priorities.

The deletion of one Senior Staff Analyst position and one Office Assistant position will offset the cost of adding one Program Manager.

REFERENCE MATERIAL:

BAI #52, October 24, 2023  
BAI #9, December 13, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "C"

CAO ANALYST:

Ron Alexander