



Board Agenda Item 68

DATE: December 3, 2024

TO: Board of Supervisors

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

SUBJECT: Waiver of Extra-Help Weekly Maximum Hours Limitation for
Calendar Year 2025

RECOMMENDED ACTION(S):

Authorize a waiver of the 28 hours per week maximum limitation for one Extra-Help Deputy Director position in the Department of Social Services as listed on Attachment A for calendar year 2025, 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 ensure the Department's Child Welfare Services Division continues to have critical support and oversight of continuous quality improvement measures. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, there would be a loss of oversight and experience in the Department's Administrative division for continuous quality improvement measures.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The proposed extra-help position will be funded with state and federal social service revenue (\$151,389) with the required, budgeted County match (\$26,249). Sufficient appropriations and estimated revenues are included in the Department's Org 5610 FY 2024-25 Adopted Budget and will be included in the FY 2025-26 budget request.

DISCUSSION:

The Department provides services regulated and funded by the state and federal government to protect and assist vulnerable children and adults. 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, the 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.

On August 9, 2022, your Board approved a waiver of the weekly maximum hour limitation for an Extra-Help Deputy Director, Catherine Huerta, to oversee the Department's Child Welfare Services continuous quality improvement and Program Specialist staff, complete in-depth case reviews of high-need youth child welfare cases, identify policy and practice issues that lead to current issues and low outcomes for families, develop case review processes for the Department, and develop the infrastructure to incorporate these functions into day-to-day activities to maintain success. On December 12, 2023, your Board approved a similar waiver of the Extra-Help maximum hour limitations, which included this Deputy Director Extra-Help position.

The Department requests approval to waive the 28 hours per week limitation for the Extra-Help Deputy Director during the 2025 calendar year to continue to

- advise the Department's Director on departmental operations,
- oversee Child Welfare Services' continuous quality improvement and Program Specialist staff,
- complete in-depth case reviews of high-need youth child welfare cases,
- identify policy and practice issues that lead to issues and low outcomes for families,
- develop case review processes for the Department, and
- develop the infrastructure to incorporate these functions into day-to-day activities to maintain success.

Catherine Huerta is a retired County employee; therefore, only the 28-hour per week limitation waiver is being requested as the 960 hours per year maximum may not be waived as set forth in the California Public Employees' Pension Reform Act (PEPRA).

REFERENCE MATERIAL:

BAI #52, December 12, 2023
BAI #61, August 9, 2022
BAI #37, June 7, 2016
BAI #19, January 13, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Attachment A

CAO ANALYST:

Ron Alexander