

**Department of Social Services Position Recommendations
Organization 5610 – DSS – 42 positions**

- A. Ten (10) Social Worker/Social Work Practitioner positions will be responsible for:
- Two (2) positions – implementation of the Child Welfare Digital Services (CWDS) system, which is a statewide replacement of the existing Child Welfare Services-Case Management System (CWS-CMS). County activities include: project management, change management, data conversion, and staff training.
 - Two (2) positions – continued implementation of requirements under Senate Bill (SB) 855 and the County's Commercially Sexually Exploited Children's (CSEC) Program. The Program provides services to children who currently are, or are at risk of becoming, victims of commercial sexual exploitation.
 - Two (2) positions – continued implementation of a statewide qualitative case review process in child welfare services with the goal of strengthening quality assurance processes through the model of continuous quality improvement.
 - Two (2) positions – implementation of the Child and Family Team (CFT) Program which requires county placing agencies to convene CFT meetings to identify supports and services that are needed to achieve permanency, and enable a child to live in the least restrictive family setting and promote childhood experiences.
 - Two (2) positions – case management for the Adult Protective Services (APS) Program to address the workload associated with increasing referrals and case complexity due to an aging California population.
- B. Seven (7) Social Worker Aide positions to provide support to child welfare services social worker staff and clients. Responsibilities include: interviewing clients, assisting professional staff in developing a case plan, parent education, living skills training, and document preparation.
- C. Four (4) Administrative Assistant positions will provide secretarial support to the three (3) Social Services Program Managers recommended for addition and the Department's existing Systems and Procedures Manager.
- D. Four (4) Eligibility Worker positions will be responsible for eligibility determination and other caseload management tasks for the Foster Care Program. Since 2012 with the implementation of Assembly Bill (AB) 12 which extended foster care to the age of 21, caseloads have increased to 500 cases per worker. Addition of the staff will reduce caseloads to pre-2012 levels of 450 cases per worker.
- E. Three (3) Information Technology Analyst positions will be responsible for internal systems development and support, ongoing maintenance and enhancement, database support, system configuration and upgrades, and development of both system and operational reports.
- F. Three (3) Social Services Program Manager positions will be responsible for:
- Two (2) positions - provide appropriate span of control and oversight responsibilities for line staff and supervisor positions. Current manager to staff ratios are 1:86. The addition of two (2) manager positions will reduce the ratio to 1:80.
 - One (1) position – provide project management function for Department's Strategic Plan implementation, which is a 2-year plan focused on the implementation of a mission statement, vision statement, core values, and measurable goals and objectives aimed at delivering excellent, quality services that lead to positive outcomes for Fresno County

citizens.

- G. Three (3) Social Services Program Supervisor positions will be assigned as Operations Specialists with a focus on conducting workload studies in the areas of eligibility, employment services, adult services and child welfare services. The positions will evaluate workload through the use of management reports and development of workflow processes and advise management on recommended staffing levels in order to meet State and Federal performance measures.
- H. Three (3) Program Technicians positions will be responsible for:
- Two (2) confidential positions – process On-the-Job Injury (OJI) and Workers' Compensation claims for Department employees and conduct recruitments for vacant positions. On an annual basis, the Department recruits and hires 500 employees.
 - One (1) position – converted from an Office Assistant position recommended for deletion in this item. The position is assigned to the Facilities unit and will be responsible for coordinating requests for services for the Department's leased and County-owned buildings, which total over 40 locations. The deletion of one (1) Office Assistant position is recommended to convert the position to a Program Technician due to the complexity of the assignment, which includes knowledge and interpretation of County policies and procedures.
- I. Two (2) Social Work Supervisor positions will provide supervisor responsibilities for the social work staff, including the review of cases to ensure quality control, data and report monitoring to ensure compliance with state and federal performance measures, and interpretation of policies and procedures to staff and clients in the child welfare and adult services programs. The recommended positions will allow the department to maintain the 1:7 ratio for social work supervisors and social work staff.
- J. Two (2) Staff Analyst positions will be responsible for:
- One (1) position – personnel support duties including administration of the OJI and return-to-work programs at the Department level. The position will also be responsible for evaluation and disciplinary review, investigations, and administration of the Civil Rights Program.
 - One (1) position – development of Building Leases and other facilities related assignments including procurement of space, equipment, and furniture. This position will develop and monitor contracts related to Department facilities.
- K. One (1) Senior Staff Analyst position will provide supervisor responsibilities in the Department's Personnel Division. Currently, one Senior Analyst position oversees 11 staff and with the addition of recommended staff this number will increase to 14. The addition of a Senior Staff Analyst will ensure proper supervisor span of control.
- L. One (1) Systems and Procedures Analyst position will be responsible for providing business process reviews and development of technologies to meet the operational needs of the Department. The position will also assist in implementation of state mandated systems, including the new CWDS system in child welfare services.