



Board Agenda Item 64

DATE: December 11, 2018

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution for the Department of Social Services Org 5610, on file with the Clerk of the Board, effective December 17, 2018, as reflected on Appendix "C".

Approval of the recommended action will ensure the Department has sufficient staffing to mitigate the workload increase and requirements associated with implementation of the California Emergency Solutions and Housing (CESH) Program and the Homeless Emergency Aid Program (HEAP), as well as address increased workload and align job duties to the correct job classification in the Social Services Finance Division. The item would delete five (5) vacant Office Assistant I (OA) positions, add two (2) Staff Analyst positions, one (1) Accountant, add one (1) Social Services Finance Manager as well as reclassify five (5) existing OA positions to Account Clerk (AC) positions with no increase in Net County Cost. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions it will result in current staff working out classification as well as insufficient staffing to address the workload associated with CESH and HEAP homeless services and increased workload in the Finance Division.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The cost for the two (2) Staff Analysts (\$78,690) will be fully offset with CESH and HEAP funds. The cost of the one (1) Accountant will be partially offset by CESH and HEAP funds (\$7,087). The cost of one (1) Social Services Finance Manager and the remaining cost of the Accountant position not covered by CESH and HEAP will be offset by the deletion of five (5) OA positions (\$114,585). The cost difference for the reclassification of five (5) OA positions to AC positions (\$3,178) will be offset with salary savings. Due to salary savings, appropriations for staffing is not requested. Sufficient appropriations are available in the Adopted FY 2018-19 Budget Organization 5610.

DISCUSSION:

Approval of the recommended action will allow the Department to implement necessary staffing to support the CESH and HEAP Programs. These new funding streams allow for additional homeless services within the Fresno Madera Continuum of Care jurisdiction. The two (2) Staff Analyst positions will be responsible for developing and monitoring the CESH and HEAP contracts and completing mandated statistical reporting on program outcomes.

The Accountant will be responsible for the additional cost tracking and submission of claims associated with the CESH and HEAP services, and will also offer support with revenue tracking processes and additional programmatic claims as social services programs have expanded statewide.

Reclassification of five (5) existing Office Assistants would align job duties to the correct job classification of Account Clerks. The Department of Human Resources completed a job duties review and supports the reclassification.

Due to increased staffing and workload in the Finance Division, a Social Services Finance Manager position is being recommended for addition to ensure the appropriate span of control among units. Finally, the recommended actions will also delete five (5) vacant OA I positions to offset the additional cost associated with the Accountant and Social Services Finance Manager.

REFERENCE MATERIAL:

BAI #55, November 06, 2018

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment Appendix "C"

CAO ANALYST

Ron Alexander