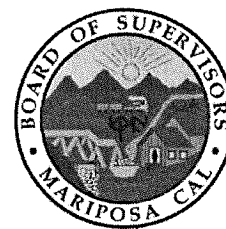




# MARIPOSA COUNTY

Human Services/Social Services · (209) 966-2000



## **RESOLUTION - ACTION REQUESTED 2015-186**

MEETING: April 21, 2015

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Approve the Restructure of the Social Services Division and the Allocation of New Positions

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the Restructure of the Social Services Division in the Human Services Department by Adding the Full-Time Allocations of a Deputy Director of Employment and Community Service, Staff Services Analyst I/II, Social Worker Supervisor II, and Office Technician I to the Social Services Budget Effective May 1, 2015; Approve Budget Action Transferring Funding Within the Social Services Budget to Accommodate the Social Worker Supervisor II Position (\$10,549).

The current request is to continue the Departmental restructuring in an effort to ensure each division has adequate leadership and staffing to effectively carry out the mandates of our programs. The Social Services Division was consolidated in 2011 under the direction of one Deputy Director. Previously, the cluster of Social Services Programs, which span a broad array of programs (Child Welfare Services, Adult Protective Services, Eligibility, Employment and Training, In -Home Support Services, Community Action Programs, etc.) was split between two Deputy Directors - one who oversaw Child Welfare and Adult Protections under the Social Services Deputy and the other who oversaw Eligibility, Employment & Training and Community Action Programs, which was under the Deputy Director of Employment and Community Services. Although our previous Social Services Deputy Director (who recently moved into the role of Assistant Director) did an impressive job building her level of knowledge and expertise to manage all of these programs for the past several years, the span of control as well as the necessary skills, educational background, and breadth of expertise needed for this position is not reasonable for one position. Small counties are faced with the challenge of having to understand and manage the same programs as large counties - albeit with fewer staff and few resources - and there is still the same need for program management expertise. Additionally, constantly changing demands on a State and Federal level require that our Deputy Directors have the time to analyze and effectively run programs, not just provide personnel management and supervision. For this reason, the current request is to add an additional Deputy Director of Employment and Community Services and once again divide the Social Services Division into two, returning to a structure that worked for Mariposa County prior to the 2011 consolidation of programs.

As part of this current restructuring, the Department is looking at community needs

and programs that have not had dedicated staff time but are requiring additional attention to develop services. The Department is requesting a Staff Services Analyst I/II in the Employment/Community Services Division to assist in this program development and implementation. This is an area that has been underdeveloped in recent years since the Community Action Agency and Housing Authority moved out from our Department several years ago. There are several functions of a Human Services Department that currently do not have a "home" in our Department and need further program and funding development (Housing/Homelessness; Community Info and Referral; Community Action and Continuum of Care Liaisons; Community Needs Assessments, etc.). This position will focus on these new programs as well as assist the Social Worker Supervisor with employment-related programs that the Department is working to enhance as well as CalWORKs reform efforts.

An additional change involves moving our Program Integrity Unit (PIU), which is tasked with compliance, quality assurance and fraud investigations under the Assistant Director and add a Social Work Supervisor II to oversee the unit: Currently, PIU falls under our Eligibility Program Manager. This is not only a significant workload issue for our Program Manager, but could result in conflicts of interest as the PIU is responsible for ensuring the integrity of the work performed by the Eligibility Unit as well as investigations of fraudulent activity. The addition of a new supervisory position to oversee the Unit is needed as a result of a new State mandate to perform reviews within our Child Welfare Programs (for which the Department needs an independent Social Worker, preferably at the supervisory level according to State guidelines, to perform these case reviews) as well as the need to oversee the PIU.

Finally, the Department is requesting to add an Office Technician I position to report to the Assistant Director in order to accomplish several projects that are slated for this year and which will be under the direction of the Assistant Director including, but not limited to revision of the Department-wide and Division-specific policies and procedures and development of a new online system for tracking this project; assistance with training of the new Deputy Directors of Social Services and Employment and Community Services and the restructuring of these Divisions; rewriting the General Assistance Resolution; and assistance with the development of new employee orientation.

As leadership transitions have occurred rapidly over this past year, the Department is investing both staff time and focus on ensuring the County has a well prepared and well equipped leadership team and staff to be able to effectively carry out the mandates of the State and to meet the needs of the community. This reorganization process will help the Department to meet these goals.

No additional funds are needed as the budget can support 2 months of salary and benefits for the Staff Services Analyst I/II and Office Technician I due to several vacancies. Salary savings from a vacant Social Worker IV position will be used to cover the Social Worker Supervisor II salary. The Deputy Director of Employment and Community Services will be budgeted next fiscal year as the hiring process will take longer than 2 months.

The Department has been working the Human Resources/Risk Management Department on facilitating this restructure.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors reviews and approves all changes to the employee allocation schedule.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Denial of this request may result in a negative impact on the ability of the Social Service Division to fully support the Department's needs.

**FINANCIAL IMPACT:**

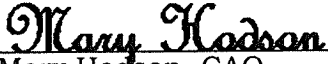
**There will be no impact to the County General Fund. No additional revenue is needed and the majority is covered with salary savings from the Social Worker IV vacant positions.**

**ATTACHMENTS:**

- Social Services Restructure Budget Action (PDF)**
- Social Services Org Chart - Current 4-20-15 (XLSX)**
- Social Services Org Chart - Post Restructuring 4-20-15 (XLSX)**

**CAO RECOMMENDATION**

Requested Action Recommended

  
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Mary Hoodson, CAO 4/15/2015

- RESULT: ADOPTED [UNANIMOUS]**
- MOVER:** Rosemarie Smallcombe, District I Supervisor
- SECONDER:** Marshall Long, District III Supervisor
- AYES:** Smallcombe, Jones, Long, Cann, Carrier

# BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501	661.0125	Social Worker Supervisor		10,549	
001	0501	661.0133	Social Worker IV			10,549
<b>TOTALS</b>					10,549	10,549

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					0	0

**ACTION REQUESTED:** (Check all that apply)

Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION** Fund additional SW Supervisor in Social Services for 2 months as described  
in the reorganization. No additional revenue needed. Funded with salary savings from unfilled  
Social Worker IV positions

**DEPT HEAD SIGNATURE** Chevon Katz **DATE** 4/16/15

**APPROVED BY RES NO.** 15-186 **CLERK** Rene LaRock **DATE** 4-21-15

<b>DEPARTMENT</b> Human Services	<b>AUDITOR'S USE ONLY</b> BA #
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