



Legislation Details (With Text)

File #: 15-0055 **Version:** 1
Type: Agenda Item **Status:** Approved
File created: 1/6/2015 **In control:** Board of Supervisors
On agenda: 2/3/2015 **Final action:** 2/3/2015
Title: Health and Human Services Agency recommending the Board adopt Resolution 026-2015 amending the Fiscal Year 2014/15 approved Personnel Resolution to add 5.0 FTE Screener Allocations and delete 5.0 FTE Office Assistant I/II allocations in the Health and Human Services Agency personnel allocation effective upon approval by the Board.

FUNDING: Federal, State and Realignment Funding.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Resolution OA_Screener Allocations.pdf, 2. B - Approved Contract Routing Sheet for Resolution template.pdf, 3. Executed Resolution 026-2015 2-3-15 item 8.pdf

Date	Ver.	Action By	Action	Result
2/3/2015	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency recommending the Board adopt Resolution **026-2015** amending the Fiscal Year 2014/15 approved Personnel Resolution to add 5.0 FTE Screener Allocations and delete 5.0 FTE Office Assistant I/II allocations in the Health and Human Services Agency personnel allocation effective upon approval by the Board.

FUNDING: Federal, State and Realignment Funding.

Fiscal Impact/Change to Net County Cost

There is no Net County Cost associated with this Board item. Sufficient appropriations were included in the Health and Human Services Agency (HHSA) fiscal year 2014-15 budget and will be included in future budgets.

Background

On April 15, 2014 (File 14-0396, Item 7) the Board of Supervisors adopted Resolution 035-2014, which established the salary range and bargaining unit for the Merit System Services classification of Screener. This position was created to perform lower-level eligibility functions that are above the scope of the Office Assistant classification, such as screening applications, explaining requirements to the applicants, advising applicants of rights and responsibilities, verifying information, data entry, health care plan selection and referral of applicants in need of immediate services to appropriate resources. Screening is a critical component to ensure applications meeting emergency criteria are processed within required timelines. These services had previously been provided by Eligibility Workers at a higher cost than would be incurred by personnel in the Screener position, and will allow eligibility workers to focus on higher level tasks/duties.

In order to proceed with the recruitment of the critical position of Screener, HHSA requests to add 5.0 FTE Screener allocations and delete 5.0 FTE Office Assistant I/II allocations. HHSA posted an

Agency promotional recruitment for the Screener classification, in anticipation of filling the future vacancies. All but one applicant is currently in the classification of Office Assistant I/III in HHSA.

There will be an annual increase in costs of approximately \$16,745, which is the the difference between the Office Assistants I/II and the Screener classifications. There will be no impact to Net County Costs and sufficient funds have been included in the FY 2014-15 budget and will be included in future budgets.

Reason for Recommendation

Approval of this Resolution will allow HHSA to proceed with the recruitment for the new critical Merit classification of Screeners providing for Eligibility Workers to focus their time on higher level eligibility functions.

Clerk of the Board Follow up Actions

- 1) Provide one (1) executed Resolution to HHSA.
- 2) Provide one (1) executed Resolution to Human Resources.

Contact

Don Ashton, M.P.A., Director

Concurrences

Human Resources