



# COUNTY OF HUMBOLDT

For the meeting of: 2/28/2023

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File #: 23-152

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Deallocate Integrated Case Worker Series Positions, Allocate Eligibility Specialist Series Positions, and Reclassify Incumbent Employees

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Deallocate ten (10) 1.0 Full Time Equivalent (FTE) Integrated Case Worker I/II (Class 0719A/B) positions in budget unit (BU) 511; and
2. Allocate ten (10) 1.0 FTE Eligibility Specialist Trainee I/II (Class 1731T/I/II) positions in BU 511; and
3. Deallocate two (2) 1.0 FTE Integrated Case Worker III (Class 0720) positions in budget unit (BU) 511; and
4. Allocate two (2) 1.0 FTE Eligibility Specialist III (Class 1731C) positions in budget unit (BU) 511; and
5. Deallocate one (1) 1.0 FTE Supervising Integrated Caseworker (Class 0721) positions in BU 511; and
6. Allocate one (1) 1.0 FTE Eligibility Supervisor (Class 1729) positions in BU 511; and
7. Reclassify incumbents as follows:
8. Reclass Integrated Case Worker I, Stacey Wilkinson (class 0719A, position 24, salary range 365) in BU 511 to Eligibility Specialist I (class 1731A, position TBD, salary range 379) in BU 511;
9. Reclass Integrated Case Worker I, Kian Shores (class 0719A, position 28, salary range 365) in BU 511 to Eligibility Specialist I (class 1731A, position TBD, salary range 379) in BU 511;
10. Reclass Integrated Case Worker I, Annette Van Elzen (class 0719A, position 33, salary range 365) in BU 511 to Eligibility Specialist I (class 1731A, position TBD, salary range 379) in BU 511;
11. Reclass Integrated Case Worker II, Andrew Willis (class 0719B, position 06, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;

12. Reclass Integrated Case Worker II, Natalia Estrada (class 0719B, position 07, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;
13. Reclass Integrated Case Worker II, Rachael Johnson (class 0719B, position 08, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;
14. Reclass Integrated Case Worker II, Lydia Carpenter (class 0719B, position 10, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;
15. Reclass Integrated Case Worker II, Paula McAlister (class 0719B, position 19, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;
16. Reclass Integrated Case Worker II, Vanessa Morales (class 0719B, position 29, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;
17. Reclass Integrated Case Worker II, Jeanna Doty (class 0719B, position 30, salary range 387) in BU 511 to Eligibility Specialist II (class 1731B, position TBD, salary range 399) in BU 511;
18. Reclass Integrated Case Worker III, Lucas Villalpando (class 0720, position 01, salary range 419) in BU 511 to Eligibility Specialist III (class 1731C, position TBD, salary range 419) in BU 511;
19. Reclass Integrated Case Worker III, Carrie Shafer (class 0720, position 02, salary range 419) in BU 511 to Eligibility Specialist III (class 1731C, position TBD, salary range 419) in BU 511;
20. Reclass Supervising Integrated Caseworker, Tamara Willoughby (class 0721, position 02, salary range 455) in BU 511 to Eligibility Supervisor (class 1729, position TBD, Y rating to salary range 455) in BU 511;

SOURCE OF FUNDING:

Social Services Fund (1160)

DISCUSSION:

Due to critical staffing issues over the last few years, the Department of Health and Human Services - Social Services Branch has slowly shifted employment and training related duties from the Integrated Case Worker (ICW) classification series to the Employment and Training Worker (ETW) classification series. These two classification series operate in the CalWORKs Public Assistance program, which includes determining benefit eligibility for CalWORKs, CalFresh, Medi-Cal, and employment and training services. The employment and training duties that have shifted fall within the scope of the ETW Series, but the model over the years has been that the ICW would present both employment and training services and benefit eligibility during the intake process. This shift over time has allowed for the ICW personnel to focus more on benefit eligibility related duties during a time where benefit eligibility staffing has been very low amongst ICWs and the Eligibility Specialist (ES) Series.

FINANCIAL IMPACT:

<b>Expenditures (1160,511)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	54,037,829	56,718,543	59,533,294
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>54,037,829</b>	<b>56,718,543</b>	<b>59,533,294</b>
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
General Fund	423,525	423,525	423,525
State/Federal Funds	49,367,641	51,836,023	54,427,824
Fees/Other	4,246,663	4,458,995	4,681,944
Use of Fund Balance			
Contingencies			
<b>Total Funding Sources</b>			

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The reclassification of Integrated Case Worker I (ICWI) to Eligibility Specialist I will result in a 7% increase in wages for the 4.0 full time equivalent (FTE) currently in the classification of ICWI. The increase is anticipated to be \$16,645 annually in salaries and benefits. The reclassification of Integrated Case Worker II (ICWII) to Eligibility Specialist II will result in a 6% increase in wages for the 7.0 FTE currently in the classification of ICWII. The increase is anticipated to be \$22,515 annually in salaries and benefits. The reclassification of Integrated Case Worker III to Eligibility Specialist III will not result in an increase as the salary range will remain at 419. The reclassification of Supervising Integrated Caseworker to Eligibility Supervisor is currently Y rated as the reclassification would result in a reduction in salaries for the current staff. Positions that are Y rated remain at the current rate to prevent a negative impact to current staff, once the position is vacated the salary rate would revert to the range set forth in the salary compensation schedule for Eligibility Supervisor.

There are sufficient salary savings in Fund 1160, budget unit 511 Social Services to accommodate the increased expense in salaries and benefits in fiscal year (FY) 2022-23. The chart above represents a zero increase in the annual budget for FY 2022-23 and assumes a 5% increase in FY 2023-24 and FY 2024-25. The newly reclassified positions will be included in future budget cycles at the correct ranges and adjustments to revenues and expenditures appropriately.

These positions are supported through State and Federal CalWORKs funds. There is no impact to the General Fund.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

Integrated Case Worker I/II	511-0719A/B-06, 07, 08, 10, 19, 24, 28, 29, 30, 33	Range 365/387 \$18.63 - \$26.68		10
Eligibility Specialist Trainee/I/II	511-1731T/A/B-TBD	Range 359/379/399 \$18.08 - \$28.33	10	
Integrated Case Worker III	511-0720-01, 02	Range 419 \$24.39 - \$31.30		2
Eligibility Specialist III	511-1731C-TBD	Range 419 \$24.39 - \$31.30	2	
Supervising Integrated Caseworker	511-0721-02	Range 455 \$29.19 - \$37.46		1
Eligibility Supervisor	511-1729-TBD	Y Rating to Range 455 \$29.19 - \$37.46	1	

**Narrative Explanation of Staffing Impact:**

With the employment and training related duties now fully transitioned to the ETW series, the ICW personnel are now more appropriately defined in the ES series. Because of this, Human Resources and the Department of Health and Human Services recommend that your board reallocate all ICW Series positions to their ES Series equivalent and reclassify the incumbents as a result. This will not only more appropriately classify these positions and the current state of work, but will allow for the Department of Health and Human Services to cross train and utilize these positions across the various benefit eligibility programs to allow for more coverage during the staffing crisis that the Department of Health and Human Services currently faces. Reclassification of the positions will align work duties more properly with the job classifications in the Eligibility Specialist series. Human Resources recommends that the county:

- “Place the listed incumbents of the Integrated Case Worker I classification into the Eligibility Specialist I classification effective the first pay period following board approval;
- Place the listed incumbents of the Integrated Case Worker II classification into the Eligibility Specialist II classification effective the first pay period following board approval;
- Place the listed incumbents of the Integrated Case Worker III classification into the Eligibility Specialist III classification effective the first pay period following board approval;
- Place the incumbent of the Supervising Integrated Caseworker classification, Tamara Willoughby, into the Eligibility Supervisor classification (Y rated in salary range 455) effective the first pay period following board approval,”

**STRATEGIC FRAMEWORK:**

This action supports your Board’s Strategic Framework priority of providing community-appropriate levels of service and investing in county employees. .

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to deallocate ICW Series positions, allocate ES Series positions, and reclassify the incumbent employees. This is not recommended as it will leave all incumbents with pay inequities between the ICW Series and the ES Series for performing the same scope of duties, reduce career mobility for those incumbents, as well as continue to impact the department's ability to function from a management and business perspective and hinder levels of support provided to the community.

**ATTACHMENTS:**

None

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A