



Board of Supervisors
Meeting Date: March 21, 2017
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Regular Item

DEPARTMENT OF SOCIAL SERVICES / PERSONNEL - Personnel Analyst I Coral Ferrin

Requested Action(s)

- a) Request approval of revised Merit Systems Services classification specifications and Tehama County attachments for Eligibility Specialist I/II, Eligibility Specialist III, Eligibility Supervisor, Eligibility Specialist I/II - Bilingual, Eligibility Specialist III - Bilingual, Eligibility Supervisor - Bilingual effective 4/1/17
- b) RESOLUTION NO. 2017-25 - Requests adoption of a resolution to amend Exhibit "A" Range Assignments in the Memorandum of Understanding between the County of Tehama and the Joint Council Bargaining Unit to add/revise the classifications of Eligibility Specialist I at Range 53, Eligibility Specialist II at Range 57, Eligibility Specialist III at Range 61, Eligibility Supervisor at Range 66, Eligibility Specialist I - Bilingual at Range 56, Eligibility Specialist II - Bilingual at Range 60, Eligibility Specialist III - Bilingual at Range 64, Eligibility Supervisor - Bilingual at Range 69, and delete Eligibility Worker I at Range 51, Eligibility Worker II at Range 55, Eligibility Worker III at Range 59, Eligibility Worker I - Bilingual at Range 54, Eligibility Worker II - Bilingual at Range 58, Eligibility Worker III - Bilingual at Range 62, and approval of corresponding additions/revisions to the 2017 Tehama County Master Salary Schedule effective 4/1/17
- c) RESOLUTION NO. 2017-26 - Requests adoption of a resolution to amend the 2016-17 Position Allocation List (PAL) resolution 2016-62 by adding 42 Eligibility Specialist I/II, 6 Eligibility Specialist III, 12 Eligibility Specialist I/II - Bilingual, 3 Eligibility Specialist III - Bilingual allocations, and deleting 42 Eligibility Worker I/II, 6 Eligibility Worker III, 12 Eligibility Worker I/II - Bilingual, and 3 Eligibility Worker III - Bilingual allocations effective 4/1/17

Financial Impact:

The estimated increase to Salary and Benefits, relative to the positions included in the proposed reclassification, for the remainder of the 2016/17 fiscal year is \$42,418. No increase adjustment to the budget is requested because the current budget is sufficient to cover these increases in all impacted accounts. The annual increase for these positions is estimated to be \$161,752, including the July 1, 2017 1% salary increase negotiated in the current MOU between the County and Joint Council.

The cost of these positions is funded with Federal, State, 1991 Realignment, and a minimal amount of 2011 Realignment. The Federal and State funds are provided primarily through the CalWORKS, CalFRESH, and Medi-Cal allocations. There is no County General Fund included in this request.

Background Information:

Merit Systems Services recently reviewed the classification specifications for the Eligibility Worker series and proposed a title change from Eligibility Worker to Eligibility Specialist. Revisions to the classification specification included additional language in order to distinguish differences between the levels within each class, as well as expansion on the list of duties performed and scope of knowledge section. The majority of the revisions were due to the recent changes in legislation, as well as health care reform. The Tehama County attachments were revised to include the requirement for extensive computer work.

Additionally, Merit Systems requested a review of compensation for these classifications given the revised duties and minimum qualifications. As the result of a meet and confer with the Personnel Office, Department of Social Services, and the Joint Council Union, there is a request for a revision to the salary range assignments. The change will increase the salary by two wage ranges (5%) for each classification within the Eligibility Specialist series and Eligibility Supervisor. These range changes will result in a 5% increase effective 04/01/17. The request for an increase in salary was due to the expansion in overall scope of duties, as well as intensity of the required knowledge section and minimum qualifications.

With approval of the proposed actions, the incumbents allocated in the Eligibility Worker classifications will be reclassified into the newly revised Eligibility Specialist classifications effective 04/01/17 with no change in their salary anniversary date.

The Joint Council Bargaining Unit was provided written notice of the proposed revisions to classification specifications and increased salary range. The County has reached agreement with the bargaining unit regarding the requested actions.

Attachment List:

Email from Merit System Services (PDF)
Eligibility Specialist I - II (PDF)
Eligibility Specialist I (MS Attachment) (PDF)
Eligibility Specialist II (MS Attachment) (PDF)
Eligibility Specialist III (PDF)
Eligibility Specialist III (MS Attachment) (PDF)
Eligibility Supervisor(PDF)
Eligibility Supervisor (MS Attachment) (PDF)
Eligibility Specialist I-II (Bilingual) (PDF)
Eligibility Specialist I (Bilingual) (MS Attachment) (PDF)
Master Salary Schedule (PDF)
Eligibility Specialist II (Bilingual) (MS Attachment) (PDF)
Eligibility Specialist III (Bilingual) (PDF)
Eligibility Specialist III (Bilingual) (MS Attachment) (PDF)
Eligibility Supervisor (Bilingual) (PDF)
Eligibility Supervisor Bilingual (MS Attachment) (PDF)
Resolution Exhibit A(PDF)
Resolution PAL (PDF)