

Coral Ferrin

Subject: FW: Final EW Classification Report and Eligibility Specialist classification specifications for county review

TO: Rebecca Barram; Teresa Curiel; Amanda Sharp

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Greetings,

The final EW Classification Report and new Eligibility Specialist classification specifications are attached. This has been a long process and we thank you for your participation and efforts over that last 22 months. The new title for EW will be Eligibility Specialist. All counties are expected to adopt the new classification specification, although you may continue using your existing title as your county title, if you choose.

The classification specification is meant to be generic so that it is applicable to all IMS counties. We did make some slight changes to the classification specifications, based on the input received from counties on the draft classification specifications that we sent out for review. Suggested changes that were specific to individual counties were not adopted, although those county specific duties can be added to your position duty statement or job description.

The Eligibility Specialist Trainee is a stand-alone classification specification, since this is an optional class and not all counties will adopt it. The Eligibility Specialist I/II are combined on a classification specification. These classes are intended to be flexibly staffed. Incumbents are expected to increase the knowledge and skill as they move through these classifications in the series (ES Trainee through ES II).

Although we did not make any recommendations regarding salary level, we encourage all counties to work with their County Human Resources Departments to review compensation for these classifications, given the revised duties and minimum qualifications. We understand that implementing the new classification specifications may be a meet and confer issue that will delay counties in adopting these new classifications. You will continue to use the current Eligibility Worker classification while your county is going through the process to adopt the new classification and title. Since each county process is different, the duration for implementation will vary. Your assigned consultant will be in contact with you periodically to see where you are in the process. Additionally, we will be reaching out to counties to review the new Eligibility Specialist exam during the pilot test phase.

If you have, any questions or concerns, please feel free to contact your assigned consultant or me, via email at krodriguez@cpsshr.us or by phone at (916) 471-3348.

Best regards,

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