

DIVISION OF AGING  
Nick Trunzo, LCSW, Division Director

May 11, 2010

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Department of Health and Human Services, Division of Aging and Adult Services, requests revision of the effective date for personnel adjustments to add 3.0 FTE Social Service Workers II positions and delete 3.0 FTE Social Service Worker I positions, and add 1.0 Social Service Worker II-Bilingual position and delete 1.0 Social Service Worker I Bilingual position previously approved by your Board.

Dear Supervisors:

**RECOMMENDATION:**

1. On March 2, 2010, your Board to approved the following personnel adjustments in cost center 1000051100 effective March 7, 2010 pay period:

Action	Cost Center	Description	FTE	Job Title	Step	Class	Pos#
Add	1000051000	Adult Services	3.0	Social Service Worker II	4	1239	
Add	1000051000	Adult Services	1.0	Social Service Worker II- Bilingual	4	1234	
Delete	1000051000	Adult Services	3.0	Social Service Worker I	4	1241	12410001;12410002; 12410003
Delete	1000051000	Adult Services	1.0	Social Service Worker I - Bilingual	4	1233	12330004

Due to the freeze in recruitments by the Department of Human Resources, it is necessary to delay the effective period for this action until the September 5, 2010.

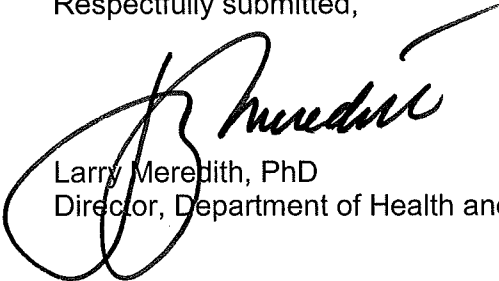
**SUMMARY:** The Division of Aging and Adult Services provides programs and services to frail, isolated older and disabled adults. In order to maintain flexibility and efficiency in assigning an increasing caseload to staff in In-Home Supportive Services (IHSS) and Adult Protective Services (APS), four (4) Social Service Worker I positions will be eliminated and four (4) Social Service Worker II positions will be added. The result of this action will be conformity in the classification of staff performing direct client services within the unit. Currently Social Service Worker I staff carry an exclusive IHSS caseload, while Social Service Worker II staff carry a mixed IHSS and APS workload. This action will allow all social work staff to maintain a mixed caseload of IHSS and APS clients, and will provide for improved management of the workload.

**COMMUNITY BENEFIT:** The community served by Aging and Adult Services is best accommodated by social work staff that has the flexibility in assignment of workload, which results in efficiency and enhances capacity within the unit. In addition, this action will further develop a sense of cohesiveness and collaboration with social work staff, and will provide them with increased proficiency to respond to a complex and challenging client workload

**FISCAL IMPACT:** The Department will work with the County Administrator's Office to make any necessary budget adjustments resulting from this action.

<b>REVIEWED BY:</b>	Department of Finance	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
	Human Resources	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
	County Counsel	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Respectfully submitted,



Larry Meredith, PhD  
Director, Department of Health and Human Services