

September 14, 2010

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

**SUBJECT:** Department of Health and Human Services, Division of Social Services, requests for approval of personnel adjustments to add 1.0 FTE position in the classifications of Eligibility Worker II, Social Services Worker I, Projects Coordinator, and Support Services Worker I and delete 2.4 FTE positions in the classifications of Senior Social Worker, Nurse Practitioner, Clinic Physician, and Sr. Public Health Nurse.

Dear Supervisors:

**RECOMMENDATION:**

1. Authorize your Board to approve the following personnel adjustments in cost center 1000021000 effective September 20, 2010 pay period:

Action	Cost Center	Description	FTE	Job Title	Step	Class	Pos#
Add	1000021000	Aging	1.0	Social Services Program Manager I	4	1231	TBD
Add	1000021000	Aging	0.8	Social Services Worker I	4	1241	TBD
Add	1000021000	Aging	0.2	Projects Coordinator	4	1251	TBD
Add	1000021000	Aging	1.5	Support Services Worker I	4	1159	TBD
Delete	1000021000	Aging	1.0	Senior Social Worker	4	1252	12520003
Delete	1000022100	Chronic Care	0.5	Nurse Practitioner	4	1471	14710006
Delete	1000022000	Aging	0.4	Clinic Physician	4	1075	10750002
Delete	1000021000	Aging	0.5	Senior Public Health Nurse	4	1002	10020012

**SUMMARY:** The Division of Aging and Adult Services provides programs and services to frail, isolated older and disabled adults, including Adult Protective Services, In-Home Support Services, Long-Term Care Ombudsman, Veterans Services, Area Agency on Aging, Information and Assistance, Commission on Aging, and Chronic Care programs. The Division was

established in early 2009, at the same time embarking upon an analysis of staffing needs. The proposed classification and budget changes are proposed in order to provide a more cost effective staffing structure and are possible because of recent retirements and resignations. As a result of the proposed changes, the Division will be able to add the necessary social work and support staff positions that will expand caseload capacity and service.

**COMMUNITY BENEFIT:** The community served by Aging and Adult Services is best accommodated by management, social work and support staff that has flexibility and competence in the coordination of workload, which results in efficiency and enhances capacity within the unit. The result of this personnel action will improve the structure within the Division, while increasing the number of staff providing direct supportive services to an increasing isolated aging population in Marin, including those in residential care facilities and those who are homebound.

**FISCAL IMPACT:** The proposed action is cost neutral. There is no increase in net county cost as a result of 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