MEMORANDUM
GLENN COUNTY HUMAN RESOURCE AGENCY

TO: Glenn County Board of Supervisors
John Greco, Glenn County Personnel Director

FROM: Kim W Gaghagen, Director, Human Resource Agency

DATE: June 27, 2007

RE: Modification of Personnel Allocation for the HRA

The following proposal reflects the staffing modifications Agency-wide.

Overview:

In recent years, the HRA has been involved in several statewide and internal "reform" efforts and programmatic changes, including most recently the “redesign” of the Child Welfare System. For the past three years, the Glenn County HRA has been one of eleven (11) counties in the State who have been piloting new Child Welfare strategies that are family driven and community centered. Glenn County will continue to participate in the statewide pilot for three more years. This will include two formal years and one year for transition and evaluation. Additionally, the Children's Interagency Coordinating Council (CICC) has come to play a key role in the coordination of the county’s services to children. The various efforts have resulted in a variety of organizational design changes that have improved the effectiveness of service delivery. In addition we are experiencing key vacancies in the Community Action Division which will require modification to the position allocation to maintain compliance and support key initiatives.

In order to “formalize” and implement these changes on a county wide basis, several modifications to the position allocations are necessary. These modifications would include one permanent change, and three temporary and transitional changes in response to community needs and current vacancies in critical positions.

As explained below, these modifications will result in no increase to the County General Fund.

Modifications to Personnel Allocation:

1. CICC Coordinator (Administrative Services Officer):

   The following request is for a permanent change to the existing allocation, in response to community needs. The Human Resource Agency currently has allocated four (4) Administrative Services Officer (ASO) Positions. For the past six (6) years, one of these positions has been functioning as the “CICC Coordinator”. In recent years, the position has come to play a key role in County wide efforts to coordinate services to families. The incumbent has been responsible to work across Agency lines on projects involving the “redesign” of Child Welfare services, Children's Systems of Care, and Child Abuse prevention activities. Most recently, the duties of the incumbent have included a more active role in the development of a county wide system of Family Resource Centers that will insure better coordination of services for families and better utilization of limited resources (limiting
duplication). Although the HRA bears the primary cost of this position, the Glenn County Health Services Agency and the Glenn County Office of Education contribute funding to the position to acknowledge the countywide nature of the coordination. In an effort to more accurately reflect the ongoing workload of this position, and to insure that any future recruitment efforts are reflective of the actual duties and responsibilities, we request that one ASO position be officially designated as CICC Coordinator. This request is a change in title only, and does not include any change in compensation or structure.

2. Program Manager (Child Welfare):

In response to both internal and external factors the following temporary/transitional request is being proposed for the position of Child Welfare Program Manager. As outlined above, the HRA has been piloting new Child Welfare strategies that improve outcomes for the families that we serve, and insure compliance with statewide performance measurements. The Community Action Division of the HRA plays a key role in the implementation of these strategies. These strategies are now ready to put into operation on a countywide basis. At the same time we are ready to go forward with the implementation, we are experiencing key vacancies in the Community Action Division. The implementation and the vacancies in Community Action will require additional responsibilities for the Child Welfare Program Manager. The expanded responsibilities (and expectations) of this implementation include:

- Developing written policies and procedures that insure a consistent system that is both community based and county wide
- Oversight of the implementation of these procedures across Agency (Divisional) lines
- Data collection, analysis, and reporting to insure that the desired outcomes are being achieved
- Training and community education to support the new model

In recognition of these additional responsibilities a five percent (5%) differential is being requested for the Child Welfare Program Manager. This differential would be time limited to no more than three (3) years, contingent upon workload and available funding, and would be continued at the discretion of the HRA Director.

3. Community Services Manager (CAD):

The following temporary/transitional request is being proposed in response to both internal and external factors. Recently the Community Action Division of the HRA has experienced significant turnover within its executive ranks. The Deputy Director of Community Action has been out for nearly three months and is not expected to return until August at the earliest. The current Community Services Manager has been working out of class as the Deputy Director and has resigned her position effective July 6, 2007. This has created vacancies in two critical positions within the Community Action Division. In an effort to support the new Child Welfare strategies and to maintain compliance with State and Federal programs the HRA requests that two (2) Community Services Managers be utilized during this interim period to share duties previously held by the former manager. Having two Community Services Managers will allow the HRA to maintain current business operations while best utilizing our available staff resources to assist with transition and coverage. The director has
already taken the following actions of underfilling the Deputy Director of Community Action with one person working out of class as a Community Services Manager and placing one employee working out of class to fill the vacant Community Services Manager position. The HRA proposes that the Director be given the authority to extend the two out of class positions for up to 30 days after the permanent Community Services Manager position has been filled to assist with transitional activities and training.

**Fiscal Overview:**

This proposal involves no additional County General Fund. The positions are currently funded by local, state and federal allocations. The request does not change the eligibility of the CICC Coordinator position for this funding. There is sufficient funding and administrative allocation available now and in the future to cover the 5% differential for the Child Welfare Program Manager. The vacancies that have occurred in the Community Action Division have created additional revenue for the proposed transitional structure.

**Recommended Action:**

1. Approve the requested Agency Personnel modifications outlined in this proposal.
   A. Permanent change in title of one ASO to CICC Coordinator
   B. 3 year 5% differential to Child Welfare Services Program Manager in recognition of expanded responsibilities
   C. Authorize the extension of the two out of class Community Services Manager positions for up to 30 days after the permanent Community Services Manager position has been filled.