

Steve Hopkins

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY**

DEPT: COMMUNITY SERVICES AGENCY AND
DEPARTMENT OF EMPLOYMENT & TRAINING

BOARD AGENDA # B-27

Urgent _____ Routine X

AGENDA DATE JULY 10, 2001

CEO Concurs with Recommendation YES _____ NO _____
(Information Attached)

4/5 Vote Required YES _____ NO X

SUBJECT:

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND
AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

STAFF
RECOMMEN-
DATIONS:

1. APPROVE THE RECLASSIFICATION PLAN FOR THE COMMUNITY SERVICES AGENCY AND THE DEPARTMENT OF EMPLOYMENT AND TRAINING.
2. DELETE THE FOLLOWING JOB CLASSIFICATIONS: ELIGIBILITY WORKER I, ELIGIBILITY WORKER II, ELIGIBILITY WORKER III, ELIGIBILITY SUPERVISOR, EMPLOYMENT COORDINATOR I, EMPLOYMENT COORDINATOR II, EMPLOYMENT COORDINATOR III, EMPLOYMENT COORDINATOR SUPERVISOR, EMPLOYMENT AND TRAINING SPECIALIST I, EMPLOYMENT AND TRAINING SPECIALIST II, AND EMPLOYMENT AND TRAINING SPECIALIST III.

FISCAL
IMPACT:

The total estimated cost associated with the Reclassification Plan in FY 2001/2002 is \$996,049 for CSA and \$250,516 for DET. DET's costs are 100% federally funded. The estimated annual county cost for CSA is approximately \$10,457. Most CSA programs affected by this Plan are federal and state funded or subject to Maintenance of Effort requirements, which are met with existing program operations. Appropriations and estimated revenues are included in each agency's FY 2001/02 Proposed Budget Request.

BOARD ACTION AS FOLLOWS:

No. 2001-533

On motion of Supervisor Simon , Seconded by Supervisor Blom
and approved by the following vote,

Ayes: Supervisors: Mayfield, Blom, Simon, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

Motion:

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 2

STAFF
RECOMMEN-
DATIONS
(Cont'd):

3. ADD THE FOLLOWING NEW JOB CLASSIFICATIONS: FAMILY SERVICES SPECIALIST I, FAMILY SERVICES SPECIALIST II, FAMILY SERVICES SPECIALIST III, FAMILY SERVICES SPECIALIST IV, AND FAMILY SERVICES SUPERVISOR.
4. APPROVE THE AMENDMENTS TO THE SALARY AND POSITION ALLOCATION OUTLINED IN ATTACHMENTS 1 AND 2.
5. APPROVE THE TRANSITION PLAN FOR TEMPORARY INTERNSHIP AND "HOLD" CLASSIFICATIONS.
6. APPROVE THE CONTINUING EDUCATION PAY PROGRAM FOR FAMILY SERVICES SPECIALIST III, FAMILY SERVICES SPECIALIST IV, AND FAMILY SERVICES SUPERVISOR.
7. APPROVE THE NEW CLASSIFICATIONS AND SALARY RANGES RECOMMENDED IN ATTACHMENTS 1 AND 2 TO TAKE EFFECT JULY 15, 2001, THE SECOND PAY PERIOD BEGINNING IN FY 2001/02.
8. APPROVE THE RECLASSIFICATION POLICIES SPECIFIC TO THIS RECLASSIFICATION PLAN.

DISCUSSION:

RATIONALE

Over the past 3 years Stanislaus County has made considerable strides in meeting the goals of Federal and State welfare reform, by providing services to adult family members that enabled them to move in to the workforce. Cash assistance caseloads have dropped significantly and many former TANF (Temporary Aid to Needy Families) recipients are now a part of the workforce. Since TANF caseloads peaked in FY 94/95 there has been an average reduction in cash assistance costs in excess of \$36 million annually.

During this same time period the Department of Employment and Training (DET) has been working to implement the Workforce Investment Act (WIA) of 1998. This law, which is also a work first model, provides universal access, intensive case management, and job training and placement services to individuals throughout Stanislaus County.

The Community Services Agency (CSA) and DET take this opportunity to acknowledge the tremendous efforts of staff, who have conscientiously and diligently worked, at the direction of the Board of Supervisors and the Chief Executive Office, to successfully implement welfare reform and WIA.

In an effort to acknowledge what has been accomplished and to recognize the many challenges before us, the CSA and DET request Board of Supervisor's approval to implement a comprehensive job reclassification structure. The added

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 3

DISCUSSION (Cont'd):

responsibilities and demands on caseworkers imposed by welfare reform and WIA, drive the Reclassification Plan presented herewith. As a result of these initiatives, the work has become more complex and many new tasks have been added to facilitate the movement of families to economic independence.

We have been very successful in helping families become economically independent; however, there are still many that have significant and multiple barriers to employment. The salary structure and continuing education program will not only help us in recruiting and retaining employees, but it will also prepare staff to meet the challenges of working with families who have significant barriers to overcome. The creation of a continuing education incentive will help build staff capacity to more effectively work with difficult family situations and at the same time serve to develop and "grow our own" workforce.

NEW RESPONSIBILITIES

The Personal Responsibility and Work Opportunities Reconciliation Act of 1996 (PRWORA) fundamentally changed a welfare system that had existed in this country for over 60 years. For decades our primary mission has been to issue grants timely and correctly.

PRWORA and the state's enabling legislation, CalWORKs, created a "work-first" program and a support system to promptly transition families to work and self-sufficiency, by imposing life time limits on the receipt of aid by adult family members. The CalWORKs model also imposed a more intensive case management approach to service delivery. The emphasis has now shifted to assisting customers in becoming self-sufficient before they reach their time limit, which for some, must be accomplished within an eighteen-month period. From a pragmatic perspective, this intensive case management model will ensure that persons participating in both CalWORKs and WIA activities are able to use their time and resources more effectively.

With the passage of PRWORA, the Community Services Agency (CSA) developed and implemented the StanWORKs program in Stanislaus County. With families and children facing lifetime limits on the receipt of aid, we were compelled to examine how services would be provided to families in the future. As outlined in the StanWORKs Plan adopted by the Board of Supervisors in December, 1997, individualized, strength based, family focused case management is the foundation for our new delivery system. Each family has a single case manager, who is responsible for all eligibility, employment, and support services to the family. The family and the case manager have a "shared" responsibility in preparing adult family members for employment and economic independence.

Additionally, caseworkers must coordinate the efforts of a multi-disciplinary team. They must refer clients to multiple activities and closely monitor each of those activities. Families who have significant barriers that prevent them from obtaining and retaining employment must be promptly referred to the appropriate services e.g. mental health, substance abuse, domestic violence, and learning disabilities. Tasks were also added to ensure maximum family functioning e.g. childhood

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 4

DISCUSSION
(Cont'd):

immunizations, school attendance. Tracking federal and state 18, 24, and 60-month time limits created an additional burden.

RECLASSIFICATION STUDY AND PROCESS

DET and CSA have been working on a plan to adopt new job classifications which are more representative of the skill requirements, change in culture and focus on serving families in the community, that has come about as a result of welfare reform and WIA. DET and CSA have been mutual partners throughout this process, since our agencies share common position titles, skill requirements, and serve similar populations.

Over three years ago, CSA and DET began the process of developing a classification plan and service delivery system, which would better meet the needs of our customers. The positions affected by this change include the entire Eligibility Worker, Employment Coordinator, and Employment and Training classification series, consisting of eleven job classifications and 468 positions between the two respective agencies.

In the Spring of 1999, CSA and DET entered into agreements with Cooperative Personnel Services (CPS) to develop a classification structure, job descriptions, and a process to move employees from the existing to the new class structure. Representatives from CSA, DET, CEO, and labor (AFSCME and SEIU) met with CPS on several occasions during the study. CSA, DET, CEO and labor continued to meet to discuss and reach agreement on the new classification structure, minimum qualifications, salary recommendations, and transition plan.

CLASSIFICATION PLAN RECOMMENDATIONS

CSA and DET recommend eliminating 11 job classifications and replacing them with 5 new job classifications. This classification system will allow us to standardize positions requiring similar job duties and skill requirements between the two agencies. It will allow us to modernize job classification titles and job descriptions.

It will also permit us to more effectively address critical business issues, such as recruitment, retention, and customer service. The proposed changes will also provide a classification system that is more consistent with the goals and expectations of welfare reform and WIA. We recommend the following.

DELETE THE FOLLOWING CLASSIFICATIONS EFFECTIVE JULY 15, 2001:

- Eligibility Worker I
- Eligibility Worker II
- Eligibility Worker III
- Eligibility Supervisor
- Employment Coordinator I
- Employment Coordinator II
- Employment Coordinator III
- Employment Coordinator Supervisor
- Employment and Training Specialist I

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 5

DISCUSSION
(Cont'd):

Employment and Training Specialist II
Employment and Training Specialist III

ADD THE FOLLOWING CLASSIFICATIONS EFFECTIVE JULY 15, 2001:

Family Services Specialist I
Family Services Specialist II
Family Services Specialist III
Family Services Specialist IV
Family Services Supervisor

POSITION ALLOCATION RECOMMENDATIONS

Most positions/incumbents will have a direct crossover to the new job classification.

- EW I/II positions/incumbents will become Family Services Specialist I/II respectively.
- EW III, ECI/II and E&TS I/II positions/incumbents will become Family Services Specialists III.
- EC III & E&TS III positions/incumbents will become Family Services Specialists IV.
- Eligibility and Employment Coordinator Supervisors will become Family Services Supervisors.

Exceptions to this direct crossover are:

- EW III positions assigned to Quality Control, Hearings, and Program Support will become Family Services Specialists IV based on the skills and abilities required in these positions and the findings in the eight county survey.
- EW III and ES incumbents who do not meet the education requirements for the new FSS III, FSS IV or FS Supervisor positions will have the option of becoming Interns in the new job classification or they may remain in their current job classification in a "hold" capacity. Approximately 34 individuals at CSA are expected to go into the Internship program or remain in the "hold" capacity. This affects none of the positions at DET.
- EW III's who do not meet the experience requirements for the new FSS III or FS IV classification, will remain in their current EW III position, until they meet the experience requirements for the new classification (not to exceed 2 years). This affects approximately 5 individuals at CSA. They will underfill the respective FSS III/IV positions.
- EC I's who do not meet the experience requirements for the new FSS III classification, will become FSS II's until they meet the experience requirements for the new classification (not to exceed 2 years). This affects 3 individuals at CSA and 8 individuals at DET. They will underfill the respective FSS III positions.

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 6

DISCUSSION

(Cont'd):

Included in this recommendation is a request to reclassify 10 Eligibility Worker II positions at CSA to the FSS III level. These 10 positions, which are currently filled, will be staffed at the higher level, using an internal competitive recruitment process. This request is necessary because of the increase in the number of individuals required to participate in welfare-to-work.

Since welfare reform, the number of TANF families have dropped 46%, while the number of welfare-to-work individuals have grown over 48%. Fewer employees are needed to provide eligibility services; however, more are needed in the employment services area. Furthermore, while the overall caseloads are down, an increasing proportion of those who remain on aid are families with multiple barriers to employment.

CSA also recommends the reclassification of one Eligibility Worker III position to Fraud Technician. The position is currently filled at the Fraud Technician level.

TRANSITION CLASSIFICATION STRUCTURE RECOMMENDATIONS

The Reclassification Plan merges three job classification series into a single job classification series. Consequently, a transition plan is needed so that those current employees are not adversely affected by moving to the new structure. Creation of a temporary Internship classification will provide current incumbents an opportunity to meet the requirements for the new position. A "hold" classification will be maintained for those individuals who do not meet the requirements and who desire to remain in their current classification. The transition plan only affects Eligibility Worker III and Eligibility Supervisor incumbents who do not meet the educational requirements for the new classification.

- Internships – CSA and DET recommend the creation of temporary Internship classifications of Family Services Specialist III/IV Intern and Family Services Supervisor Intern. This classification will allow current EW III and Eligibility Supervisor incumbents an opportunity to meet the minimum education requirements for the new classes. Interns will be required to sign an agreement and must satisfactorily complete their course work within thirty six months. It is estimated that 26 incumbents may take advantage of the Internship program at CSA.

CSA and DET also recommend approval to use the Internship classification for FSS II incumbents, as necessary, to fill future FSS III vacancies. FSS II incumbents must meet all other requirements for the position, except for education, to qualify for the Internship program.

The internship classification is temporary and will be abolished no later than July 15, 2005.

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 7

DISCUSSION

(Cont'd):

- Hold classifications – CSA and DET recommend that EW III and EW Supervisor classes be retained in a “hold” capacity if needed for incumbents who do not want to go in to the Internship program. These classes are maintained solely for the purpose of transitioning from the current classification structure to the new structure. The estimated number of employees who may remain in “hold” positions is 8.

Note: Incumbents in an Eligibility Worker III or Eligibility Worker Supervisor “hold” classification will underfill the respective FSS III, FSS IV or FS Supervisor classification. There will be no further hires into these former classes after July 15, 2001. These “hold” positions will be abolished when the last person vacates the position(s).

SALARY RECOMMENDATIONS

CSA and DET recommend that the salaries be adjusted to reflect the levels shown on Attachments 1 and 2. The salary increases range from .5% to 16.7 %. The average increase is 6% for CSA and 6.3% for DET.

The salary recommendations are based on a survey of eight benchmark counties. The survey was updated in January 2001. The recommended salary structure also takes in to account relationships with other classifications within the respective departments. This salary structure brings us to the average of our 8 county survey as of January 2001. Several of our survey counties are in negotiations and anticipate future salary increases.

CSA also recommends that the salary level for Fraud Technician be raised to the level of the Family Services Specialist III. This job classification requires similar skills and abilities and the salary has been commensurate with the former classification of Eligibility Worker III, which is recommended to be reclassified to the Family Services Specialist III level.

CSA and DET recommend that the salary increases take effect with the first pay period in July , which begins July 15, 2001 to be paid August 8, 2001. This will allow time to process the necessary changes for the 468 positions affected by this reclassification. The salary recommendations affect 468 positions at an annual cost of \$885,878 for CSA and \$222,110 for DET.

CONTINUING EDUCATION INCENTIVE PAY RECOMMENDATIONS

Welfare Reform and the new workforce preparation law, have brought about significant changes in the workplace. WIA, which serves a universal population and welfare reform, which targets the TANF population, both work first models, hold an expectation that families will be prepared to meet their basic needs before they reach their time limit on aid. Many families have significant barriers that make it difficult for them to realize these expectations e.g. mental health, substance abuse, domestic violence, learning disabilities.

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 8

DISCUSSION

(Cont'd):

While the case manager and customers have a “shared” responsibility in achieving these employment goals, the burden is on the case manager to support, encourage, and counsel customers, as well as engage them in the array of services that will enable them to become economically independent. Identifying the range of needs and “engaging” customers in services can present numerous challenges, requiring an increasing level of skills on the part of the case manager. Keeping up with the latest research and practices through continuing education will help promote successful intervention in these very difficult family situations.

CSA and DET recommend that Family Services Specialist III's, Family Services Specialist IV's, and Family Services Supervisor's be eligible to receive continuing education pay, based on 3% of salary under the following conditions.

- Employee must complete 12 equivalent units of education in the area of psychology, sociology, career development, social work and/or human services to qualify for continuing education pay (coursework must be taken after the Reclassification Plan is approved by the Board of Supervisors);
- Upon completion of 12 units, employee will qualify for continuing education pay for 2 consecutive years;
- Employees may qualify for continuing education pay no earlier than one year after adoption of the Reclassification Plan by the Board of Supervisors;
- Participation in the Continuing Education Pay program is entirely voluntary on the part of the employee;
- Subsequent eligibility to participate in the continuing education pay program will be dependent up the employee taking three additional equivalent units of education every year or six equivalent units every two years in the areas noted above.

Employees can earn the units by taking classes offered on site by Modesto Junior College, taking University of California at Davis courses sponsored by CSA, courses arranged independently by the employee, etc. Employees who are in the Internship program will be allowed up to three hours of County time per week to participate in on-site in-service training to meet the requirements of the program.

It is estimated that 105 employees may take advantage of educational opportunities available through the continuing education program. The estimated annual cost to CSA and DET will be \$110,171 and \$28,406 respectively, beginning July 2002.

FAMILY SERVICES RECLASSIFICATION POLICY

When an employee is reclassified, specific County policies provide direction with respect to salary, anniversary dates, probationary status, etc. Since this Reclassification Plan involves higher salary levels, it is considered a promotion and County Salary on Promotion rules apply. When promotions occur, the salary anniversary date (review date) normally changes. However, due to the large number of positions affected by this Reclassification Plan, it is recommended that the Board of Supervisors approve a one-time exception to County policy so that

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 9

DISCUSSION (Cont'd):

salary anniversary dates do not change for the affected employees. County Code provisions will apply to any future reclassifications or promotions.

Employees who are reclassified serve a probationary period. Any employee that held a permanent position prior to their reclassification will have "due process" rights before any action is taken to release them from the reclassified position. What makes the "due process" exception unique is the fact that eleven job classifications will be eliminated. Under normal circumstances, an employee who does not pass probation in a reclassified position has rights to return to a former classification in which they held permanent status. However, this is not an option in this case, since the job classification is being eliminated. The County wishes to avoid any appearance of dismissal for no cause for the majority of long-term employees who have no history of performance problems.

Employees who are on probation at the time of the reclassification will complete their probationary period in the new position. These employees will not have "due process" rights until they complete the probationary period for their former position. The probationary period for all employees impacted by this reclassification ends no later than July 15, 2002. Once the employee attains permanent status, regular permanent status rules apply which entitle employees to full due process rights. For example:

Hire Date	Reclass Date	Original Probation Ends	Reclass Probation Ends
10/15/2000	7/15/2001	10/15/2001	7/15/2002
02/01/1979	7/15/2001	Not applicable	7/15/2002

EXTRA HELP

This Reclassification Plan applies to extra help positions in the Family Services Specialist series with respect to job classification and salary only. Extra help employees are not entitled to: education pay, participate in the internship program, or occupy "hold" positions. Existing County policies governing extra-help are applicable.

CONCLUSION

PRWORA and the WIA represent the most dramatic reform in social policy in recent decades. Our success in meeting the expectations of these laws is not only dependent on sound policy, but also on our ability to maintain a trained and motivated workforce. The Reclassification Plan will not only address many critical workforce issues, it will also provide an opportunity to enhance the skills of case managers who are working under time certain conditions.

The recommended change in job titles is more reflective of our new shared mission of serving families "holistically" to ensure long term employability. The recommended

APPROVAL OF THE FAMILY SERVICES RECLASSIFICATION PLAN AND AMENDMENTS TO THE SALARY AND POSITION ALLOCATION

Page 10

**DISCUSSION
(Cont'd):**

salary structure is reflective of the increased responsibilities and complexities that have been imposed by welfare reform and WIA.

A staff development strategy which incentivizes continuing education will help us in recruiting and retaining staff who are able to work more effectively with families who have considerable challenges in becoming economically independent.

**POLICY
ISSUE:**

The Reclassification Plan is consistent with the Board of Supervisor's desire to reduce the number of job classifications countywide. The Plan is also consistent with the Board's priority of creating and maintaining efficient government operations.

**STAFFING
IMPACT:**

Approval of this Reclassification Plan will result in a net reduction of six classifications affecting 381 positions in CSA and 87 positions in DET. The Salary and Position Allocation Resolution should be amended to reflect the changes set forth in the Attachments.

Community Services Agency

Position Classification Crossover

(This is allocated position data only and does not reflect incumbent classification information)

		Current					Proposed		
Position Count	Job Code	Position Title	Sal Plan	Grade	Step	Hrly. Rate	Proposed Position Title	Step	Hrly Rate
0	035900	Eligibility Worker I	B01	9A	1	10.38	Family Services Specialist I	1	11.43
			B02	9A	2	10.90		2	12.00
			B03	9A	3	11.45		3	12.60
			B04	9A	4	12.02		4	13.23
			B05	9A	5	12.62		5	13.89
196	036000	Eligibility Worker II	B01	27A	1	12.89	Family Services Specialist II	1	13.54
			B01	27A	2	13.53		2	14.22
			B01	27A	3	14.21		3	14.93
			B01	27A	4	14.92		4	15.68
			B01	27A	5	15.67		5	16.46
19	036100	Eligibility Worker III	B01	35A	1	14.21	Family Services Specialist III	1	14.93
			B01	35A	2	14.92		2	15.68
			B01	35A	3	15.67		3	16.46
			B01	35A	4	16.45		4	17.28
			B01	35A	5	17.27		5	18.14
20	035700	Eligibility Supervisor	501	21A	1	16.46	Family Services Supervisor	1	19.29
			501	21A	2	17.28		2	20.25
			501	21A	3	18.14		3	21.26
			501	21A	4	19.05		4	22.32
			501	21A	5	20.00		5	23.44
0	36900	Emp Coordinator I	A01	15A	1	12.25	Family Services Specialist III	1	14.93
			A01	15A	2	12.86		2	15.68
			A01	15A	3	13.50		3	16.46
			A01	15A	4	14.18		4	17.28
			A01	15A	5	14.89		5	18.14

Community Services Agency

Position Classification Crossover

(This is allocated position data only and does not reflect incumbent classification information)

90	037000	Emp Coordinator II	A01	26A	1	14.17	Family Services Specialist III	1	14.93	
			A01	26A	2	14.88		2	15.68	
			A01	26A	3	15.62		3	16.46	
			A01	26A	4	16.40		4	17.28	
			A01	26A	5	17.22		5	18.14	
6	037100	Emp Coordinator III	A01	33A	1	15.62	Family Services Specialist IV	1	16.42	
			A01	33A	2	16.40		2	17.24	
			A01	33A	3	17.22		3	18.10	
			A01	33A	4	18.08		4	19.01	
			A01	33A	5	18.98		5	19.96	
26	036600	Emp Coordinator Supv	501	34A	1	19.18	Family Services Supervisor	1	19.29	
			501	34A	2	20.14		2	20.25	
			501	34A	3	21.15		3	21.26	
			501	34A	4	22.21		4	22.32	
			501	34A	5	23.32		5	23.44	
3	038900	Fraud Tech	B01	33A	1	14.17	No title change, salary change	1	14.93	
			B01	33A	2	14.88	only	2	15.68	
			B01	33A	3	15.62		3	16.46	
			B01	33A	4	16.40		4	17.28	
			B01	33A	5	17.22		5	18.14	
10	036000	Eligibility Worker II					Family Services Specialist III			
		As addressed in the agenda narrative, these ten								
		EW II positions will convert to FSS III:								
		650, 656, 657, 660, 669, 675, 677, 683, 685, 688								
10	036100	Eligibility Worker III					Family Services Specialist IV			
		As addressed in the agenda narrative, these ten								
		EW III positions will convert to FSS IV:								
		865, 978, 1136, 1181, 1203, 1221, 7112, 7113,								
		7116, 7585								

Community Services Agency
Position Classification Crossover

(This is allocated position data only and does not reflect incumbent classification information)

1	036100	Eligibility Worker III	Fraud Technician		
		As addressed in the agenda narrative, this one			
		EW III positions will convert to Fraud Technician:			
		948			
381		Total Positions in above classifications			

Department of Employment and Training

Position Classification Crossover

(This is allocated position data only and does not reflect incumbent classification information)

Current							Proposed		
Position Count	Job Code	Position Title	Sal Plan	Grade	Step	Hrly. Rate	Proposed Position Title	Step	Hrly Rate
46	053100	Emp & Train Spec II	B01	34A	1	14.19	Family Services Specialist III	1	14.93
			B01	34A	2	14.90		2	15.68
			B01	34A	3	15.65		3	16.46
			B01	34A	4	16.43		4	17.28
			B01	34A	5	17.25		5	18.14
5	053000	Emp & Train Spec III	B01	45A	1	15.64	Family Services Specialist IV	1	16.42
			B01	45A	2	16.42		2	17.24
			B01	45A	3	17.24		3	18.10
			B01	45A	4	18.10		4	19.01
			B01	45A	5	19.01		5	19.96
22	037000	Emp Coordinator II	A01	26A	1	14.17	Family Services Specialist III	1	14.93
			A01	26A	2	14.88		2	15.68
			A01	26A	3	15.62		3	16.46
			A01	26A	4	16.40		4	17.28
			A01	26A	5	17.22		5	18.14
7	037100	Emp Coordinator III	A01	33A	1	15.62	Family Services Specialist IV	1	16.42
			A01	33A	2	16.40		2	17.24
			A01	33A	3	17.22		3	18.10
			A01	33A	4	18.08		4	19.01
			A01	33A	5	18.98		5	19.96
7	036600	Emp Coordinator Supv	501	34A	1	19.18	Family Services Supervisor	1	19.29
			501	34A	2	20.14		2	20.25
			501	34A	3	21.15		3	21.26
			501	34A	4	22.21		4	22.32
			501	34A	5	23.32		5	23.44
87	Total Positions in above classifications								



CHIEF EXECUTIVE OFFICE

Reagan M. Wilson
Chief Executive Officer

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Patricia Hill Thomas
Assistant Executive Officer

Phone: 209.525.6333 Fax: 209.544.6226

June 6, 2001

Valerie McCan-Murrell
Senior Field Representative
SEIU, Local 535
1007 Seventh Street, Fourth Floor
Sacramento, CA 95814

Dear Ms. McCan-Murrell:

I have reviewed your letter of May 8, 2001 and concluded your organization's right to appeal is contained in Stanislaus County Code 3.68.260. I have also discussed further with members of my staff and Mr. Jue the comments and observations made by members of your organization during our recent meeting on the decision to assign Family Services Specialists I, II, III, IV and Supervisor classifications to bargaining units represented by SCEA/AFSCME. The reasons for not changing are the same ones I used in making the initial determination as noted in the attached letter.

I plan to put this item on the agenda for Board of Supervisors consideration on July 10, 2001. On that day, they will consider the proposed classification plan and, if adopted as submitted, be made aware of your appeal as part of the information they consider. While not required, I would suggest you submit your appeal to my office requesting it be included as an attachment in the Agenda report. I will of course ask SCEA/AFSCME to present their case for inclusion as well.

I appreciate the time and attention you and your organization's representatives have devoted to the development of the classification plan and this issue. Regardless of the outcome of the Board's action and your appeal, we look forward to continuing our productive working relationship.

Sincerely,

Reagan M. Wilson
Chief Executive Officer

RMW:da
Attachment
CC: Chuck Carlson
Gina Leguria



CHIEF EXECUTIVE OFFICE

Reagan M. Wilson
Chief Executive Officer

1010 10TH Street, Suite 6800, Modesto, CA 95354
PO Box 3404, Modesto, CA 95353-3404

Patricia Hill Thomas
Assistant Executive Officer

Phone: 209.525.6333 Fax: 209.544.6226

May 8, 2001

Valerie McCan-Murrell
Senior Field Representative
SEIU Local 535
1007 Seventh Street, Fourth Floor
Sacramento, CA 95814

Dear Valerie:

In 1999 we partnered with you to develop a classification plan and service delivery system which would better meet the needs of our customers in the Community Services Agency and Department of Employment and Training. This is a comprehensive classification plan that includes the entire Eligibility Worker, Employment Coordinator, and Employment and Training classification series. The following table reflects the positions affected by this plan in each department.

You may recall that we worked with Cooperative Personnel Services (CPS) to develop a classification structure, job descriptions, and a process to move employees from the existing to the new class structure. We have continued to meet with you to discuss and reach agreement on the new classification structure, minimum qualifications, salary recommendations, and transition plan.

Currently SEIU Local 535 represents all Employment Coordinator I, II, and III job classifications for purposes of collective bargaining. There are 130 allocated positions in Community Services Agency (CSA) and Department of Employment and Training (DET). AFSCME/SCEA Local 10 represents all Eligibility Worker I, II, III and Supervisor job classifications; the Employment Coordinator Supervisor job classification; and all Employment and Training Specialist I, II, III job classifications. This represents 378 allocated positions in CSA and DET.

We have reached agreement on the overall classification plan. The only outstanding issue is the bargaining unit determination for the Family Services Specialist classification series.

The Stanislaus County Employer/Employee Relations Ordinance (ERO) provides that "bargaining units shall be determined, with positions and classes included, to meet the following objectives:

1. To prevent a proliferation of representation unit which may interfere with efficient governmental operations and administration of employer-employee relations in the county;
2. To recognize position commonality in terms of salary relationship; similarities in duties, skills and training required; working conditions and rules or regulations governing scope and method of work."

The Ordinance also stipulates that the employee relations officer shall designate appropriate units in the county service in accordance with the foregoing objectives. Finally, the Ordinance provides that the employee relations officer may, after notice to and consultation with affected employee organizations, allocate new classification or positions, reallocate classifications or positions, or delete classifications in accordance with the provisions of this article.

Based on the foregoing, I am allocating the new job classifications of Family Services Specialist I, II, III to bargaining unit B and Family Services Supervisor to bargaining unit 5. These bargaining units are represented by AFSCME Local 10.

I understand that you have met with Jeff Jue, Gina Leguria and Gerry Caviness regarding this change. This letter shall serve as formal notification under the ERO of my intention to designate as the appropriate bargaining unit. I would like to offer you an opportunity to consult with me regarding this bargaining unit determination. I am available on Wednesday, May 16, 2001 at 4:00 p.m.

You had asked for an additional explanation as to our rationale for this decision under the ERO. The following is our response.

- 1. To prevent a proliferation of representation unit which may interfere with efficient governmental operations and administration of employer-employee relations in the county;**

The County has determined that one bargaining unit is appropriate for this new Family Services Specialist series. In the past we have had three bargaining units and two employee organizations representing employees performing similar work in the same departments. By having multiple representatives we are forced to duplicate work in employer-employee relations with each separate employee organization. In addition if agreements are reached with one union and not the other there is an automatic conflict and inconsistency. This is clearly inefficient and does not fulfill the requirements of our ERO.

Ms. Valerie McCan-Murrell
May 8, 2001

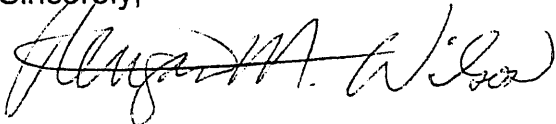
Page 3

2. To recognize position commonality in terms of salary relationship; similarities in duties, skills and training required; working conditions and rules or regulations governing scope and method of work.

We have been working, with your assistance, for the past three years to develop this Family Services Specialist classification series. Each level builds on the previous classification. This group of employees perform the same tasks using the same methods. The rules and regulations governing how this work is performed is also identical. The salaries are set in succession based on each level. Finally, the training required for the series is successive. To divide the representation of this series would promulgate different MOU provision, standards and language interpretation. This will cause internal conflict among a classification series and disrupt the flow of work in the departments.

We appreciate your assistance in making this transition as smooth as possible. I look forward to talking with you at our consultation meeting.

Sincerely,



Reagan M. Wilson
Chief Executive Officer
Employee Relations Officer

RMW:da

cc: Chuck Carlson, AFSCME/SCEA
Jeff Jue, CSA
Terry Plett, DET
Gina Leguria, CEO

REAGAN



RECEIVED
01 MAY -9 AM 9:22
BOARD OF SUPERVISORS

SOCIAL SERVICES UNION
AMERICAN FEDERATION
OF NURSES

May 8, 2001

Christine Ferraro Tallman
Clerk of the Board
Stanislaus County Board of Supervisors
1010 10th St., Suite 6700
Modesto, CA 95354

1007 SEVENTH STREET
4TH FLOOR
SACRAMENTO, CA 95814
916-447-2766
800-447-1022
FAX 916-447-0246

Dear Christine:

Pursuant to Section 3.68.230, 3.68.250 and 3.68.260 of the Stanislaus County Code, SEIU Local 535 is hereby appealing the decision, as presented, to combine the Employment Coordinators into the FSS Classification. We are also appealing the recommendation to transfer the Employment Coordinators from the bargaining unit of SEIU Local 535 into the bargaining jurisdiction of AFSME.

I have yet to receive the specifics or rationale upon which the CEO's recommendation is based as requested. In addition, I have not received a written statement officially notifying me of the recommendation as is required under County Code section 3.68.250B and as agreed to at our 4/24/01 meeting.

I can be contacted at 916-447-2766.

OTHER OFFICES IN
OAKLAND
SAN JOSE
FRESNO
SANTA BARBARA
LOS ANGELES
SAN DIEGO

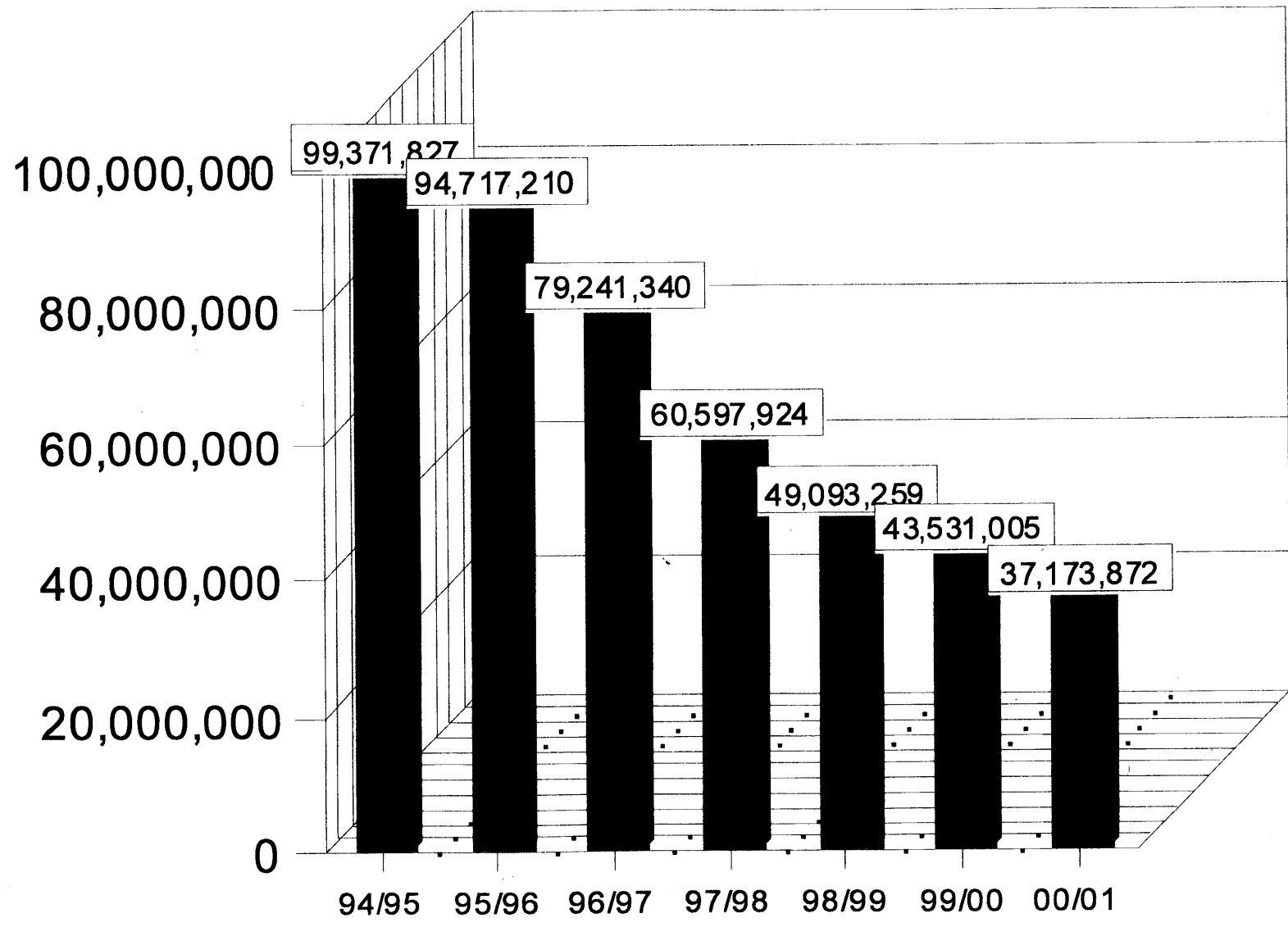
Sincerely,

Valerie McCan-Murrell
Senior Field Representative, SEIU Local 535

SERVICE EMPLOYEES
INTERNATIONAL UNION
AFL-CIO, CLC



Annual TANF Assistance Costs

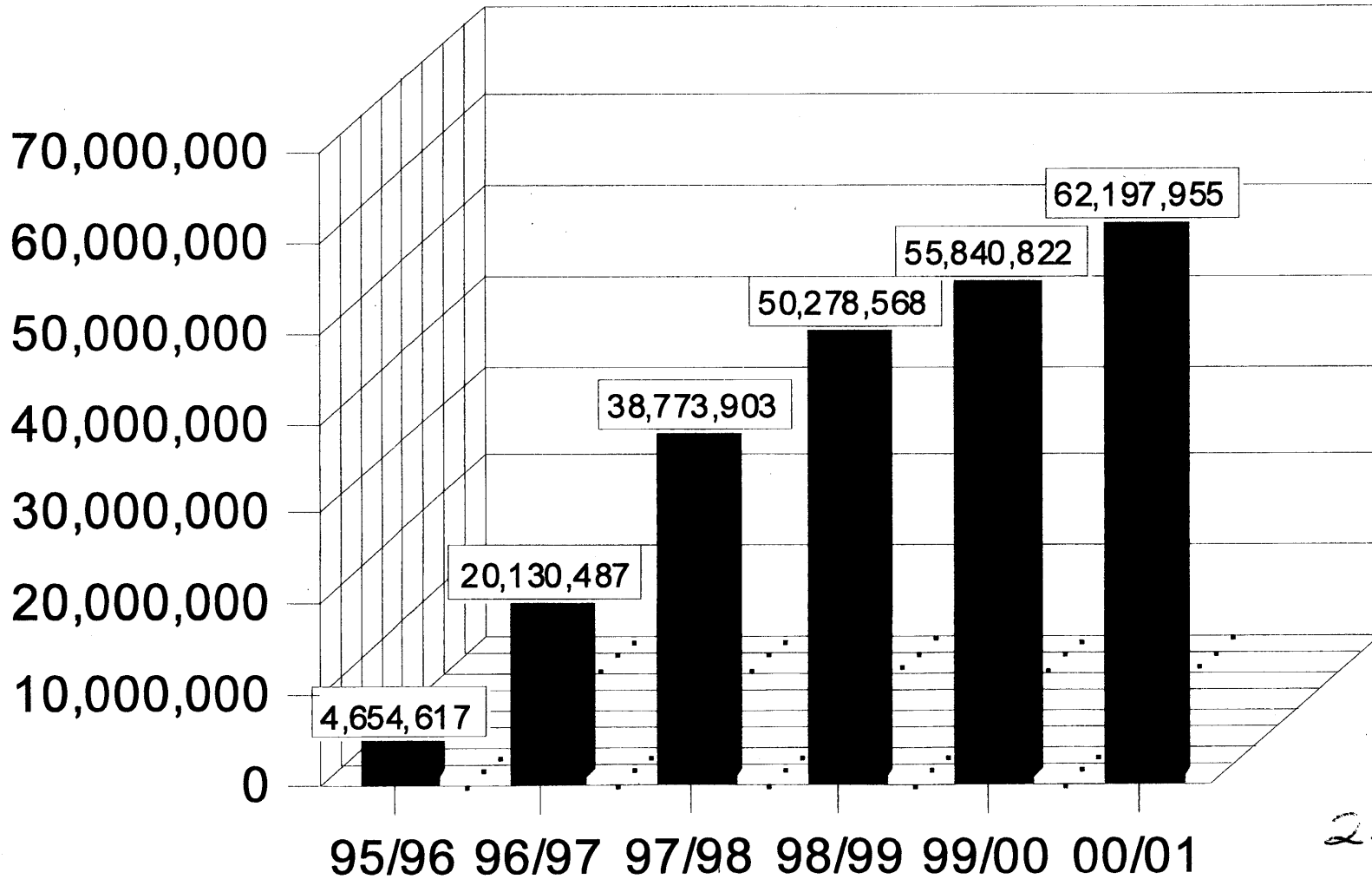


down 62.6%

#2

Cumulative Annual Savings

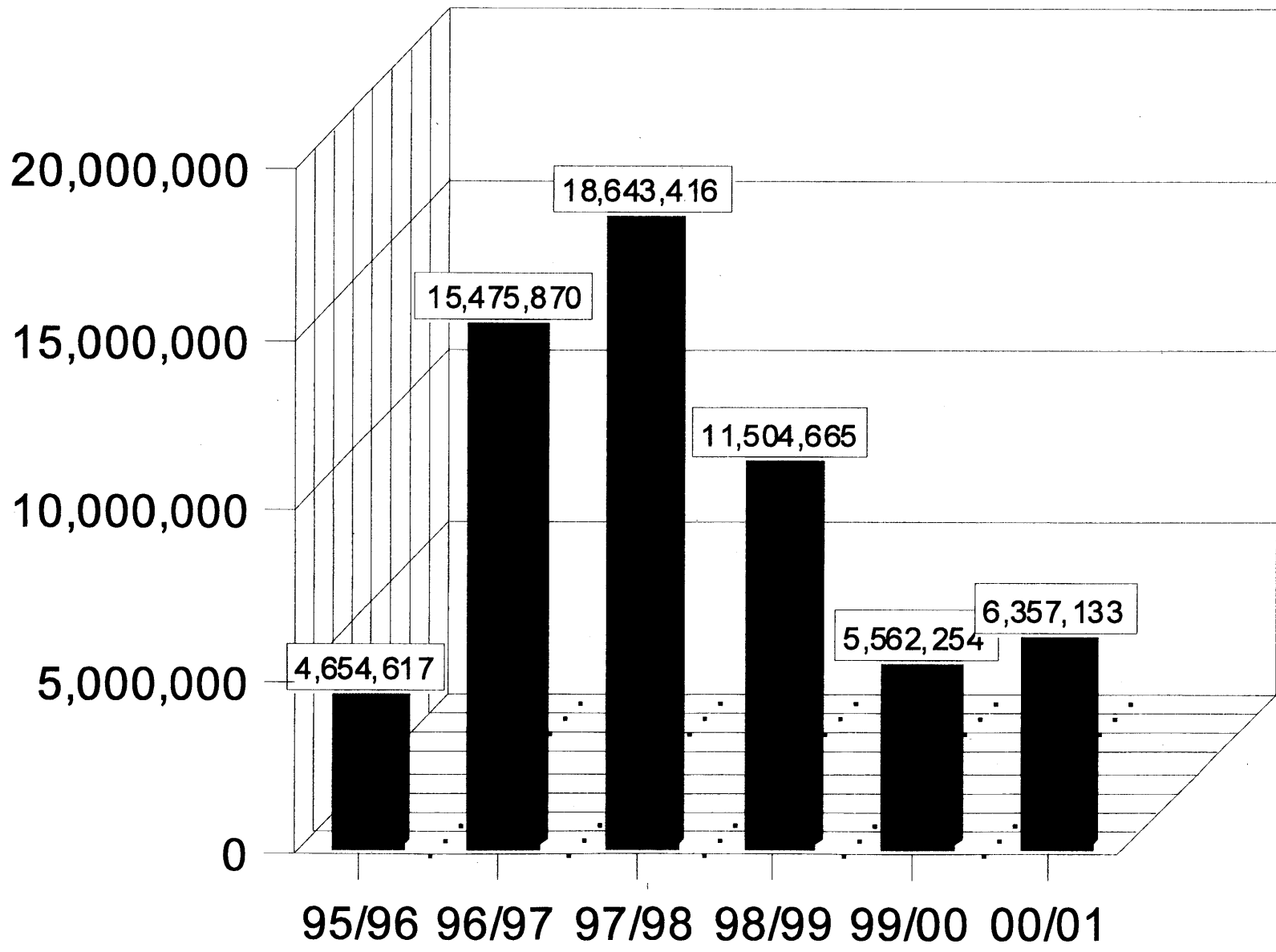
TANF Assistance Costs



230 million

#3

Annual Reduction in TANF Assistance Costs



60 million

We, the undersigned Employment Coordinators (ECs), soon to be reclassified as Family Services Specialists, wish to be represented by Service Employees International Union (SEIU) Local 535 in all matters relating to employment conditions and employee-employer relations, including but not limited to, wages, hours and other terms and conditions of employment.

Petition			
Name (please print)	Signature	Classification	Date
Vanessa Clayton	Vanessa Clayton	EC II	4/26/01
Nancy Gurn	Nancy Gurn	EC II	4/26/01
ELIZABETH HEWITT	Elizabeth Hewitt	EC II	4/26/01
Doris Villagomez	Doris Villagomez	EC II	4/26/01
Claire Powers	Claire Powers	EC II	4-26-01
Dee Tate	Dee Tate	EC II	4-26-01
ROSE MILLER	Rose Miller	EC II	4/26/01
Leslie Cooper	Leslie Cooper	EC II	4-26-01
Colette West	Colette West	EC II	4-26-01
Kelly McDaniel	Kelly McDaniel	EC II	4/26/01
Jane Gerats	Jane Gerats	EC I	4-26-01
Maria Magaña Griffiths	Maria Magaña Griffiths	EC II	4-26-01
PATTI VELA	Patti Vela	EC II	4-26-01
Irene Hernandez	Irene Hernandez	EC II	4/26/01
Antoinette Sargis	Antoinette Sargis	EC II	4-26-01
Stephanie Vanhille	Stephanie Vanhille	EC II	4-26-01
Bao Xiong	Bao Xiong	EC II	4-26-01
Tom Lor	Tom Lor	EC II	4-26-01
Cindy Am	Cindy Am	EC II	4/26/01
MARCO DOSSEUS	Marco Dosseus	EC II	4/26/01
MAJORIE DALMACEDA	Majorie Dalmaçada	EC II	4/26/01
Kam Ratana	KAM RATANA	EC II	4/26/01
Yasmin Ulloa	LARRY E ULLOA	EC II	4/26/01
JOSE DE JESUS	Jose de Jesus	EC II	4/26/01
Justine Pinto	Justine Pinto	EC II	4/26/01

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Petition

Name (please print)	Signature	Classification	Date
OCTAVIA GREGG	Octavia L. Gregg	EC II	4/26/01
Staci Hopkins	Staci Hopkins	EC II	4/26/01
James Kelly	James Kelly	ETS II	4/26/01
Dorothy Miller	Dorothy Miller	EC III	4/26/01
Moore Givaris	Moore Givaris	EC II	4/26/01
Maria Ramero	Maria D Ramero	EC II	4/26/01
Michelle Pressman	Michelle Pressman	EC II	04/26/01
Eileen Wyatt	Eileen Wyatt	EC II	4/26/01
Bao Ng-Huynh	Bao Ng-Huynh	EC III	4/26/01
Winda Sena	Winda Sena	EC II	4-26-01
Steve Allen	Steve Allen	EC III	4/26/01
Anneka Rogers	Anneka Rogers	EC II	4/26/01
#1 Nynia Lopez-Smith	Nynia Lopez-Smith	EC I	4/26/01
Jordanne Herod	Jordanne Herod	ETS II	4/26/01
Linda Branch	Linda Branch	EC II	4/26/01
@ Kate Chubb	Kate Chubb	ETS II	4/26/01
K.P. Koern He	Koern He	ETS II	4/26/01
Silvia Corbett	Silvia Corbett	EC II	4/26/01
Maryann Rame Marilyn Rame	Marilyn Rame	EC II	4/26/01
Wambui Waitiki	Wambui Waitiki	EC II	4/26/01
Janet M	Janet M	EC II	4/26/01
Shirley Phillips	Shirley Phillips	EC II	4/26/01