

TO: Workforce Investment Board

DATE: 1/23/03

FROM: WIB Staff

For Action

For Information

Meeting Notes

SUBJECT: CalWORKs Update

PROPOSED MOTION(S): None

DISCUSSION: As a result of reduced funding for the CalWORKs contract between Human Services Agency and Department of Workforce Investment, the County Board of Supervisors on Tuesday, January 14, 2003, approved a reduction in force of five (5) Employment and Training Specialist I/II positions in the Department of Workforce Investment. These positions will come out of the Department's CalWORKs program and will not affect services to WIA customers or to the Worknet Employment Resource Center. However, in the event of any further reductions in the Department operational budget, WIA operations could be affected in the future.

ATTACHMENT(S): Board Agenda Item

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SUBJECT: APPROVAL OF PERSONNEL ACTIONS RELATED TO MODIFICATIONS OF CALWORKS CONTRACT #7239, DISCONTINUANCE OF GRANT FUNDING, AND REDUCTION IN DEPARTMENTAL SERVICES

REQUEST/RECOMMENDATION/ACTION NEEDED: (continued)

- 2) Authorize notification of a Reduction in Force (RIF) effective May 1, 2003 pursuant to Human Resources Rules and Regulations Section 2.W. affecting one (1) Variable Shift Support Services Assistant position in the Sheriff Department, Budget Unit 22100.
- 3) Delete the following vacant positions from the Department of Workforce Investment, Budget Unit 55000: one (1) Typist Clerk I/II, position # 139, one (1) MIS Technician, position # 45, three (3) Assessment Technician I/II, position #'s 20, 48, and 137, three (3) Employment & Training Specialist I/II, position #'s 51, 54, 61, one (1) Employment & Training Analyst I/II, position # 129, one (1) Vocational Assessment Coordinator, position # 127, and one Program Manager, position # 78.
- 4) Delete the following vacant positions from General Services – Central Duplicating, Budget Unit 75800: one (1) Duplicating Shop Manager, position # 2, one (1) Graphics Arts Technician I/II, position # 1, and one (1) Offset Equipment Operator I/II, position # 5.
- 5) Approve the amended Position and Salary Allocation Resolutions.

SUMMARY (Continued)

Additional reductions in Services and Supplies will be done separately at a later date through budget transfers. The department is transferring affected staff from CalWORKS activities to WIA funded activities and has reduced extra help staff accordingly. Currently five (5) Employment and Training Specialist I/II positions are no longer covered under Contract #7239 as of December 31, 2002 and cannot be absorbed by WIA funded activities. This will result in the need to complete a reduction in force (RIF) affecting five (5) Employment & Training Specialist I/I positions.

In addition to the requested RIF, the Director of Workforce Investment is requesting to delete the following vacant positions:

Typist Clerk I/II	Position # 139
Assessment Technician I/II	Position # 20, 48, 137
MIS Technician	Position #45
Employment & Training Specialist	Position # 51, 54, 61
Employment & Training Analyst	Position # 129
Program Manager	Position # 78
Vocational Assessment Coordinator	Position # 127

MERCED COUNTY SHERIFF DEPARTMENT

On April 2000, the District Attorney requested authorization to submit an application under AB 157, for funding of a rural Crime Prevention Program. Within this grant application, a Variable Shift (V/S) Support Services Assistant position was requested by the District Attorney to monitor grant project activities and for grant statistical reporting requirements for the Sheriff's Department. This application requested a half time (40 hours bi-weekly) V/S position to be assigned 100% to the project in the Sheriff's Department. In December 2001, the Federal Methamphetamine Grant was approved for the Sheriff's Department. Within this grant, the Sheriff requested that a V/S Support Services Assistant be supported by the grant up to 40 hours bi-weekly. With the combination of the two grants, the V/S Support Services Assistant position was funded for a full 80 hours bi-weekly.

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SUBJECT: APPROVAL OF PERSONNEL ACTIONS RELATED TO MODIFICATIONS OF CALWORKS CONTRACT #7239, DISCONTINUANCE OF GRANT FUNDING, AND REDUCTION IN DEPARTMENTAL SERVICES

SUMMARY (Continued)

As of December 31, 2002, the Rural Crime Prevention Grant has closed thereby reducing the funding for the V/S Support Services Assistant position by half. Based on the closure of the Rural Crime Prevention Grant, the V/S Support Services Assistant position will be restricted to 40 hours bi-weekly supporting the Federal Methamphetamine Grant.

On April 30, 2003 the Federal Methamphetamine Grant will close thus eliminating the funding source for the V/S Support Service Assistant position effective May 1, 2003 and will result in the need to complete a reduction in force (RIF) affecting one (1) V/S Support Services Assistant.

GENERAL SERVICES – CENTRAL DUPLICATING

With the recent State of California budget shortfall, local governments are now responding the budget crisis. In the County of Merced, departments have been directed to reduce spending. Many Departments are reducing their service and supplies accounts to help achieve cost savings. In addition, over the last few years, many county departments have acquired state-of-the-art printers, copiers, and application software that allow them to complete their daily printing/reproduction needs at the own work centers. General Services has realized a gradual loss of its printing production because of this advancement and has made it increasingly difficult for Central Duplicating to rely on printing and reproduction work for a sole source or revenue.

Therefore, as a result of the State's budget crisis and the reduction of printing requests, the Director of General Services in coordination with County Administration, has recommended the closure of Central Duplicating in an effort to reduce spending and achieve countywide cost savings. Additional reductions in Services and Supplies and extra help staff will be done separately at a later date through budget transfers. Based on this closure, the department will need to complete a RIF affecting two (2) Offset Equipment Operators and one (1) Delivery Driver.

In addition to the requested RIF, the Director of General Services is requesting to delete the following vacant positions:

Graphic Arts Technician I/II	Position # 1
Duplicating Shop Manager	Position # 2
Offset Equipment Operator I/II	Position # 5

REDUCTION IN FORCE

When the Board of Supervisors determines that a RIF is required and authorizes notification of a RIF, the following will apply:

- Standard RIF procedures provide for the calculation of seniority points by Management Services jointly with the Department Head.
- The department head will meet with Management Services and the appropriate employee organization representatives to review the rank order of the layoff list.
- Thereafter, by Resolution, the Board of Supervisors will designate by budget unit, the number and classifications of employees to be affected by the layoff, and the effective date of such layoff.
- An employee shall be given a written notice of proposed layoff by his/her department head at least fourteen (14) calendar days prior to the effective date of such action.

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SUBJECT: APPROVAL OF PERSONNEL ACTIONS RELATED TO MODIFICATIONS OF CALWORKS CONTRACT #7239, DISCONTINUANCE OF GRANT FUNDING, AND REDUCTION IN DEPARTMENTAL SERVICES

SUMMARY (Continued)

- Any permanent, permanent part-time, and variable shift employee being laid off in accordance with county rules shall be eligible to transfer to a vacant position at equal salary, or voluntarily accept a demotion to a vacant position of lower salary, in any department in regular County service if the employee meets the minimum qualifications as set forth in the class specification.
- Based upon retention points, an employee who so requests shall in lieu of layoff be demoted (bump and replace an employee with fewer retention points) to a lower position in his/her department.
- Demotion shall be through those classes for class series in which the employee previously held permanent status, or through their current classification series.
- Management Services shall maintain a re-employment list for those employees laid off as a result of the workforce reduction and a demotion/promotional list for those employees demoted as a result of the layoff who may compete for vacancies in other county departments.