



SUMMARY REPORT

Agenda Date: 3/3/2026

To: Board of Supervisors

Department or Agency Name: Human Services

Staff Name and Phone Number: Angela Struckmann, 707-565-5800; Paul Dunaway, 707-565-5900;

Vote Requirement: Majority

Supervisorial District: Countywide

Title:

Human Services Department Position Change Request

Recommended Action:

Adopt a Position Resolution amending the department allocation list of the Human Services Department to delete 2.0 Full-Time Equivalent Home Care Support Assistant allocations and add 2.0 Full-Time Equivalent Social Work Assistant allocations to In-Home Supportive Services Public Authority, effective March 3, 2026.

Executive Summary:

The Human Services Department is seeking approval to delete 2.0 Full-Time Equivalent Home Care Support Assistant allocations and add 2.0 Full-Time Equivalent Social Work Assistant allocations in the In-Home Supportive Services Public Authority in order to better align staffing with current workload demands and program needs.

Discussion:

The In-Home Supportive Services (IHSS) Public Authority (PA) supports IHSS clients by maintaining a registry of caregivers available to refer to clients who need in-home care. Due to legislative and programmatic changes in IHSS that require PA staff to complete more complex tasks to serve clients and caregivers, the Human Services Department is seeking approval to delete 2.0 Full-Time Equivalent (FTE) Home Care Support Assistant allocations and add 2.0 FTE Social Work Assistant allocations in the IHSS PA.

Currently, Home Care Support Assistants support Social Service Worker IIs. The Home Care Support Assistant duties, responsibilities, and requirements are very similar to those of Social Work Assistants, who also support Social Service Worker IIs. There is a need to convert the positions as they become vacant to better align with the required duties and needs of the program and clients.

There is currently 1.0 FTE Home Care Support Assistant position filled and 1.0 FTE vacant. This request is to change the Home Care Support Assistant positions to Social Work Assistant positions, with the 1.0 FTE position being underfilled per the effective date. Having the 2.0 FTE positions at the Social Work Assistant level will ensure that the work can be evenly distributed across the unit and that staff are able to provide a higher level of support to IHSS clients and caregivers to keep people safe and independent in their own homes.

The Human Resources Department has reviewed the job duties of the positions and determined that the job classification changes are appropriate.

Strategic Plan:

Not Applicable

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

12-03-2024: Adopted a resolution to delete 6.0 FTE Home Care Support Specialists and add 6.0 FTE Social Service Worker II positions.

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$1,400	\$3,600	\$3,600
Additional Appropriation Requested			
Total Expenditures	\$1,400	\$3,600	\$3,600
Funding Sources			
General Fund/WA GF			
State/Federal	\$1,400	\$3,600	\$3,600
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$1,400	\$3,600	\$3,600

Narrative Explanation of Fiscal Impacts:

The Human Services Department is not requesting to increase Fiscal Year 2025-26 budget appropriations. The cost to add 2.0 FTE Social Worker Assistant positions and delete 2.0 FTE Home Care Support Assistant positions from March 3, 2026, through June 30, 2026, is estimated to be \$1,400 and will be funded by a reduction of services and supplies.

The cost to add 2.0 FTE Social Worker Assistant positions and delete 2.0 FTE Home Care Support Assistant positions is \$3,600 in Fiscal Years 2026-27 and 2027-28, respectively. The increased cost for Fiscal Years 2026-27 and 2027-28 includes a 3% Cost of Living Adjustment each year.

In Fiscal Year 2026-27 and future fiscal years, the increased cost of the new 2.0 FTE Social Work Assistant will be funded by the IHSS Public Authority allocation.

Staffing Impact:

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Home Care Support Assistant	\$4,934.30-\$5,996.99	0.00	2.00
Social Work Assistant	\$5,016.05-\$6,096.13	2.00	0.00

Narrative Explanation of Staffing Impacts (If Required):

The 2.0 FTE Social Work Assistants will report to the existing Social Service Supervisor I who currently supervises the 2.0 FTE Home Care Support Assistants. By changing the classification of the positions, the department will be able to better utilize the positions to support clients and caregivers, as well as providing staffing flexibility across programs as needed, rather than limiting the scope of duties as they are now. The change will also provide a path for promotional opportunities and lateral transfers which does not currently exist due to the existing unique job classification.

Attachments:

Position Resolution

Related Items "On File" with the Clerk of the Board:

No items "on file" with the Clerk of the Board