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Mrs. Betty Jean Grant - Chairperson
Erie County Legislature
92 Franklin St. 4th floor
Buffalo, New York 14202

October 10, 2012

Dear. Mrs. Grant

As you know the Department of Social Services provides critical and often sensitive services to a diverse population. The current commissioner of Social Services and her administrative staff have unnecessarily eliminated civil service positions critical to the operation of the many programs that most of the citizens of Erie County rely on to maintain a certain quality of life.

Because of this we would like to meet with you to elicit your support for the restoration of the Sr. Social Services Support Program Support Specialist to the Department of Social Services 2013 budget and beyond.

Thank you in advance for your time and attention to this matter. I look forward to hearing from you upon receipt of this letter to schedule a face to face meeting.

Sincerely,
Annette Cole
Ellen Mosack
Marti Kovach

Sr. Social Service Program Support Specialist

The following is a composite of staff that comprised the Program Support Unit, in the department of Social Services. This unit was staffed with civil service positions JG IX, (see attached list of job duties) Sr. Social Service Support Specialist. The last test for this position was given in the Spring of 2011 and individuals serving provisionally in this title were certified by the Personnel Department in the summer of 2011. Sr. Program Support Specialist were liaisons between Program areas and outside agencies in addition to performing audits on the outside agencies to establish compliance with operating mandates required for services these agencies may provide on behalf of the County.

The program support unit was renamed Quality Analysis and Control Unit in December 2010; however the staff were not retitled, the director of the Program Support Unit, Carol Sobolewski was reassigned to the Food Stamp Division to assume the duties of the program director who is now holding a provisional title as Director of Energy Programs in the HEAP division. The Assistant Program Support Director, Judith Dewald, was retained to supervise remaining staff. When the program support unit was eliminated from the budget she and her title were retained in the 2012 budget. In the beginning of 2012 Judith DeWald was retitled with no change in duties. The list for Assistant Program Support Director was established in 2011, and is still active, will this title be filled or will it be replaced in 2013 Social Service Budget by the new title currently being held by Judith Dewald.

Sr. Social Service Program Specialist conducted analysis of all the units from January of 2011 through May 2011 with the intent of identifying potential efficiencies. In summary the final recommendations made to the Commissioner and senior staff all divisions was to eliminate positions that were currently vacant or anticipated to become vacant due to confirmed staff retirements that would occur by 12/31/2011.

Position Salary County% County Share Fed/State Share
Tech Support Programmer Analyst $47,740 0.29 $13,973.50 $33,767
This individual was transferred to Dept of Info & Support Services (DISS) budget therefore this position was recommended for elimination
Prog Support Fiscal Analyst $41,964 0.29 $12,282.86 $29,681
This individual was transferred to the Division of Youth budget for 2012 7 the position was recommended for elimination
Sr SS Program Specialist $46,373.75 0.29 $13,573.60 $32,800
This individual was upgraded 2 (two) job groups and transferred to the Food Stamp Division under the title Sr.SS Support Specialist for 2012 therefore this position was recommended for elimination
Sr SS Program Specialist $46,373.75 0.29 $13,573.60 $32,800
This individual was appointed as HEAP Assistant Program Director upgrade of 1 (one) job group on July 18 2011 a position that was created after the elimination of 9 (nine) HEAP part time and clerical workers therefore this position was recommended for elimination
Sr SS Program Specialist $46,373.75 0.29 $13,573.60 $32,800
This individual has been out on indefinite sick leave since August 2011 and is expected to retire by the end of 2011, therefore this position was recommended for elimination
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Sr. Social Service Program Support Specialist

Sr SS Program Specialist $46,373.75 0.29 $13,573.60 $32,800
Senior Clerk Typist $31,462.00 0.29 $ 9,208.93 $22,253
In January of 2011 the Staff of the Quality Analysis Unit falso consisted of:
4 System Support Specialist each with approximate salaries of $59,000; the Commissioner transferred these individuals in March 2011:
1 transferred to Food Stamp Division, 1 transferred to assume duties of Welfare to Work Coordinator 1 transferred for Temporary Assistance Program, 1 transferred to the Welfare to Work program in Temporary Assistance but retired in April or May of 2011, and 1 transferred to the Children Services Division all remain in Social Services.
1 Senior Clerk Typist at an approximate salary of $25,000.This individual was transferred to the Human Resource Division in June of 2011

What is the total Administrative staff budget for the Department of Social Services for 2012?

What is the total Administrative staff operating budget proposed for 2013?

Since the duties of the Sr. Social Services Program Support Specialist are still being performed why not reinstate at least 4 staff positions to do the work.

Any Social Service Administrative Staff positions that **did not** exist or were vacant in 2011 should not be funded in 2013 unless Sr. Social Service Program Support specialists are reinstated.