



FILED MAR 23 2018 11:30 AM

COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

March 29, 2018

Erie County Legislature
95 Franklin Street
Buffalo, New York 14202

**RE: Department of Social Services
Division of Family Wellness
Personnel Adjustments**

Dear Honorable Members:

Please find enclosed for your consideration a memorandum and proposed resolution for personnel adjustments in the Department of Social Services. The resolution would increase the wages of approximately 250 employees.

The proposed job group increases are to bring salaries closer to other employers and to reduce turnover. Thus, the increases benefit both the employees in those positions and the County in its ability to attract and retain employees.

Should your Honorable Body require further information, I encourage you to contact Acting Social Services Commissioner Marie Cannon at the Department of Social Services.

Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bb
Enclosure

cc: Commissioner Steven Miller, Department of Labor Relations
Commissioner David A. Palmer, Department of Personnel
Commissioner Marie Cannon, Department of Social Services

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Social Services
Re: Personnel Adjustments
Date: March 29, 2018

SUMMARY

The Department of Social Services, in consultation with the Departments of Personnel and Labor Relations, request Legislative approval to:

- Merge and certify the civil service lists of Child Protective Worker, Caseworker and Social Caseworker I into Social Caseworker I;
- Merge and certify the civil service lists of Senior Child Protective Worker, Senior Caseworker and Social Caseworker II into Social Caseworker II;
- Retitle all Child Protective Worker and Caseworker positions to Social Caseworker I, and all current incumbents maintain their permanency;
- Retitle all Senior Child Protective Worker and Senior Caseworker positions to Social Caseworker II, and all current incumbents maintain their permanency;
- Reallocate the Social Caseworker I job title from a Job Group 8 to a Job Group 9.

FISCAL IMPLICATIONS

The County will fund 2018 costs associated with these increases through the use of available balance in the Medicaid account and from additional Federal and State reimbursement.

REASONS FOR RECOMMENDATION

The Department of Social Services risks losing existing and not being able to attract and retain talented employees as positional openings became available if the pay is not adjusted. This resolution will increase the pay of non-clerical entry-level employees in the Family Wellness Division, including, but not limited to Child Protective Service, Children Service and Adult Protective Service employees. Approximately 250 employees would have their wage increased as a resolution of this resolution.

BACKGROUND INFORMATION

The County and the CSEA were unable to negotiate the needed changes to health insurance options for represented employees from January 2007 through August 2014. As a result, wages remained flat for that period of time for Non-clerical entry-level positions in the Family Wellness Division, including Child Protective Services, Children Services and Adult Protective Services. Employee turnover is significantly higher in these titles than other areas of County government for entry-level positions. Salary has been identified as a significant contributing factor to the high turnover.

CONSEQUENCES OF NEGATIVE ACTION

The artificially low wages in these titles will continue to result in; difficulties with recruitment of qualified employees, employee dissatisfaction and employee retention will continue to be challenging.

STEPS FOLLOWING APPROVAL

The Division of Budget and Management will take the necessary budgetary actions to effectuate the job group increases. The Department of Personnel will make the required Personnel adjustments.

**A RESOLUTION SUBMITTED BY:
SOCIAL SERVICES DEPARTMENT**

RE: Department of Social Services
Division of Family Wellness
Personnel Adjustments

WHEREAS, the Department of Social Services, in consultation with the Departments of Personnel and Labor Relations, hereby requests approval to merge and upgrade certain positions within the County of Erie; and

WHEREAS, the Department of Social Services risks losing existing employees, and not being able to attract and retain new employees, if the salary of certain positions is not adjusted; and

WHEREAS, due to the inability of Erie County and CSEA to negotiate a successor collective bargaining agreement for seven years, the salaries of certain titles in the Department of Social Services have fallen below the salaries of similar workers in comparable counties; and

WHEREAS, the below market wages have resulted in significant turnover and inability to attract quality applicants for non-clerical entry-level positions the Division of Family Wellness; and

WHEREAS, in a comparison of other large-sized counties, it was found that most counties besides Erie used an identical job title for its Child Protective Service employees and its Children Services employees; and

WHEREAS, the Department of Social Services wishes to merge the titles used in the Division of Family Wellness, including, but not limited to Child Protective Service, Children Service and Adult Protective Services, to allow for greater administrative flexibility in assigning employees between the units within the division.

NOW, THEREFORE, BE IT

RESOLVED, that the Personnel Officer is authorized to merge and certify the civil service lists of Child Protective Worker, Caseworker and Social Caseworker I into Social Caseworker I; and be it further

RESOLVED, that the Personnel Officer is authorized to merge and certify the civil service lists of Senior Child Protective Worker, Senior Caseworker and Social Caseworker II into Social Caseworker II; and be it further

RESOLVED, that all Child Protective Worker and Caseworker positions be retitled to be a Social Caseworker I, and all current incumbents maintain their permanency; and be it further

RESOLVED, that all Senior Child Protective Worker and Senior Caseworker positions be retitled to be a Social Caseworker II, and all current incumbents maintain their permanency; and be it further

RESOLVED, that the Social Caseworker I job title be reallocated from a Job Group 8 to a Job Group 9; and be it further

RESOLVED, that all personnel adjustments outlined above shall apply to the comparable job titles of Caseworker (Spanish Speaking), Senior Caseworker (Spanish Speaking), Child Protective Worker (Spanish Speaking), Child Protective Worker (PT), and Senior Caseworker (Domestic Violence); and be it further

RESOLVED, that subsequent salary increases for employees in these positions follow the salary scale schedules and other relevant provisions contained in the appropriate Collective Bargaining Agreement; and be it further

RESOLVED, all incumbents moved into a higher job group as a result of this resolution maintain their current step and anniversary date; and be it further

RESOLVED, that the following budget adjustments are hereby authorized in the 2018 Budget of the Department of Social Services in order to fund the Division of Family Wellness personnel adjustments;

2018 Budget
Department of Social Services

Revenue	Increase/(Decrease)
407540 State Aid Social Serv. Adm.	322,838
411540 Federal Aid Social Serv. Admin.	<u>125,549</u>
Total Revenue	448,387
 Expense	
500000 Full Time Salaries	696,886
500010 Part Time Salaries	6,095
501000 Overtime	68,239
502000 Fringe Benefits	107,971
525000 Medicaid	<u>(430,804)</u>
Total Expense	448,387
Net	0

and be it further

RESOLVED, that the Director of Budget and Management is hereby authorized to make interdepartmental billing budget adjustments to properly budget for the implementation of this resolution; and be it further

RESOLVED, that the Commissioner of Labor Relations shall engage the CSEA in "impact negotiations", with respect to any contractual issues that may arise as a result of these changes: and be it future

RESOLVED, that all payroll and personnel adjustments provided for in this resolution shall take effect as soon as practicable; and be it further

RESOLVED, that the Director of Budget and Management is hereby authorized to make any and all required budgetary adjustments in the 2018 Budget to properly fund the increased costs associated with the job group increases, including accepting state and/or federal reimbursement; and be it further

RESOLVED, that the Commissioner of Personnel is authorized to make any necessary personnel adjustments to implement the increases; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Erie County Executive, Erie County Comptroller, Department of Social Services, Department of Budget and Management, Department of Labor Relations and Department of Personnel.