

County of Santa Clara
Social Services Agency
Department of Fiscal & Administrative Services
Financial Management Services



SSA01 012709

Prepared by: Brenda Vercher
Executive Assistant

Reviewed by: Debbie Hartman
HR Manager

Submitted by: Sandra Dalida
Chief Financial Officer

DATE: January 27, 2009

TO: Board of Supervisors

FROM: 
Will Lightbourne
Agency Director, Social Services Agency

SUBJECT: Extension of (1) Extra Help Employee's Hours Beyond the 1,040 Hour Limitation Within the Social Services Agency

RECOMMENDED ACTION

Approve a 520 hour extension of extra help hours beyond the 1,040 hour limitation through FY 2009 for one (1) individual working as Extra Help Associate Management Analyst B within the Social Services Agency, Financial Management Services.

FISCAL IMPLICATIONS

Funding for the recommended action is available within existing Agency budget appropriations. No additional expenditure appropriation is requested.

CONTRACT HISTORY

Not Applicable

REASONS FOR RECOMMENDATION

The Social Services Agency (SSA), Department of Fiscal & Administrative Services, Financial Management Services (FMS) is requesting authorization to extend the extra help hours of one (1) extra help appointed staff who will exhaust the maximum allowable 1,040 hours in FY 2009. The request is to extend the extra help hours by 520 hours for the identified worker through the end of FY 2009. The extra help employee started on August 5, 2008 and will exhaust hours on approximately February 9, 2009. The current extra help staff member is fully trained and able to complete the special project with minimal direction.

Employee Name	Job Code	Classification
Jessica Warnier	B1R	Associate Management Analyst B

During the SSA case management system conversion from Case Data Systems to CalWIN, more than 2,500 overpayment claims were not uploaded and consequently were not recorded in the Agency's collection system, VACS. Maintaining and recording all transactions against these claims have required extensive staff time to complete manual processes. The extra help staff member has been reconciling and preparing the claims for upload to VACS for ongoing automated financial management. Completing the automation project within the fiscal year can be accomplished by retaining the extra help staff member currently working on the project.

The Employee Services Agency (ESA) concurs with this action. The County Employee Management Associations (CEMA) was notified on January 13, 2009 of SSA's intent to request an extension of extra help hours.

BACKGROUND

Pursuant to Merit System Rule A25 -188(e), no person may receive pay in an extra help capacity in the same classification in the same department of more than 1,040 hours in any fiscal year, unless otherwise approved by the Board of Supervisors.

CONSEQUENCES OF NEGATIVE ACTION

Failure to approve the recommended action increases the staff processing time for all transactions occurring on the more than 2,500 claims which are not recorded in the Agency's collection system, VACS, and prevents production of automated timely financial reconciliation of claims.

STEPS FOLLOWING APPROVAL

The Clerk of the Board's Office is requested to send Keyboard notification of completed processing to Brenda Vercher, Social Services Agency, Financial Management Services.