

DEPARTMENT OF SOCIAL SERVICES  
74 1/2 P Street, Sacramento, CA 95814



July 10, 1981

ALL-COUNTY INFORMATION NOTICE I-89-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES (Form WP 19.5)

REFERENCE: DEPARTMENTAL MANUAL OF POLICIES AND PROCEDURES, SECTION 26-411  
ALL-COUNTY INFORMATION NOTICE I-56-80

This is a reminder that the Annual Report on Public Welfare Employees, Form WP 19.5, will be due on August 15, 1981. Both merit and civil service counties are required to complete the report showing the allocation of staff by functional classification and by program assignment. The number of existing vacant positions are also to be reported.

The data are needed to support legislative estimates and to estimate administrative costs for the Governor's Budget. A timely response to the due date mentioned will be greatly appreciated.

Attached are three copies of the new form and the reporting instructions. The instructions include an optional methodology for those counties that are unable to complete a 100 percent count of staff by function and program.

Any questions that you may have regarding this report, should be directed to David Webber of the Statistical Services Branch at (916) 323-2392 or ATSS 473-2392.

Sincerely,

A handwritten signature in cursive script that reads "Claude E. Finn".

FOR CLAUDE E. FINN  
Deputy Director  
Administration Division

Attachments: WP 19.5 (3)  
Instructions

cc: CWDA

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES AS OF JUNE 30 -  
STAFF BY PROGRAM AND VACANT POSITIONS (FORM WP 19.5)

CONTENT

This report provides for collection of personnel data from all county welfare departments on the number of staff employed as of June 30 by type of function.

PURPOSE

Data compiled from this report are needed for making legislative estimates, and estimating administrative costs for the Governor's Budget.

Annual reports are to be received in Sacramento on or before August 15 of each year. Send one copy to:

Department of Social Services  
Statistical Services Branch  
744 P Street  
Mail Station 12-81  
Sacramento, CA 95814

DEFINITIONS AND INSTRUCTIONS FOR TYPE OF FUNCTION

Use the following definitions of job titles to determine an employee's type of function.

1. Administrative and Management Staff - These are staff whose routine assignments do not normally place them in daily, face-to-face contact with recipients or clients. Their work is administrative in nature and covers, generally, all the program areas serviced by the agency, or they are supervisors of supervisors whose supervisees are in contact directly with recipients or clients.

There is, however, an exception to the preceding, and this encompasses the Quality Control staff who are in direct contact with clients. Because of the administrative nature of their duties, they should more appropriately be classified within this type.

- a. Administrators and Managers - Agency staff whose titles include, but are not limited to, the following: agency directors and commissioners, county directors (unless they are first-line supervisors of eligibility, social service, or joint function workers), accountants, statisticians, supervisors of supervisors, field representatives, area representatives, bureau and division chiefs, supervisory clerical and data processing staff, quality control reviewers and their supervisors, etc.
- b. Clerical Support - This is a general term applicable to each of the first five functional type classifications within this system. Each time this item appears the employees to be entered should be those clerical staff assigned in the direct support of the professional staff under the general heading.

The exception to this rule is in the case of a central clerical pool and in large offices where all units within that office draw upon the pool for clerical support. In this case, the entire pool should be classified under "Administrative and Management."

Clerical support generally includes: stenographers, secretaries, dictograph operators, typists, calculating machine operators, telephone operators, etc.

- c. Other - This staff comprises employees of the personal service, housekeeping, and custodial classifications and include, but are not limited to, the following: chauffeurs, messengers, custodians, maintenance men, laundry workers, kitchen help, stockroom helpers, etc.
2. Social Service Staff - These are staff whose duties are separate from the eligibility determination function and whose professional and subprofessional staff are charged with the provision or delivery of social services directly to the clients.
    - a. Supervisors - The supervisors (first-line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the eligibility determination function and who provide or deliver social services directly to the clients, either singly or in groups. Such supervisory staff's classifications include, but are not limited to, the following: social casework supervisors, homemaker supervisors, foster home placement supervisors, day care supervisors, etc.
    - b. Social Service Workers - Agency staff whose assigned duties include the provision or delivery of social services to persons eligible for receipt of same under the state's approved plan and whose duties are functionally separate from the eligibility determination function. Such staff's classifications include, but are not limited to, the following: adoption workers, child welfare workers, placement workers, homemakers, family planning counselors, social service caseworkers, subprofessional service workers, etc.
    - c. Clerical Support - See "Clerical Support" above.
  3. Income Maintenance Staff - These are staff who are separated from the social service function, and whose professional and subprofessional staff are charged solely with all activities related to income maintenance or medical assistance.
    - a. Supervisors - The supervisors (first-line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the social service function and who are charged with the eligibility determination function only. Such supervisory staff's classifications include, but are not limited to, the following: supervisors of eligibility workers and/or technicians, supervisors of eligibility investigators, etc.

- b. Eligibility Workers - Agency staff whose assigned duties include all activities related to the delivery of financial and medical assistance. Such staff's classifications include, but are not limited to, the following: eligibility technician, income maintenance worker, eligibility investigator, special investigator, etc.
  - c. Clerical Support - See "Clerical Support" above.
4. Joint Function Staff - These are staff whose social service and income maintenance (eligibility) functions have not been separated, and whose professional and subprofessional staff are responsible for both these functions.
- a. Supervisors - The supervisors (first-line only) classifiable within this heading are those whose supervisees are responsible for both the social service and income maintenance (eligibility) functions.
  - b. Joint Function Workers - Agency staff whose assigned duties include both the eligibility determination and the social service functions, i.e., eligibility and service have not been functionally separated. Such staff's classifications include, but are not limited to, the following: caseworker, social worker, case visitor, public welfare worker, etc., including subprofessionals performing these tasks.
  - c. Clerical Support - See "Clerical Support" above.
5. Specialist and Consultant Staff - Agency staff whose assigned responsibilities include the provision of expert and/or technical assistance to social service and eligibility workers and/or administrators and managers in relationships that do not include a supervisory connotation.
- a. Specialists and Consultants - The consultative function will include, but is not limited to: provision of service, special case handling, program planning, community planning, program development, program administration, etc. The staff is largely professional and may include day care consultants, psychologists, psychiatrists, pharmacists, nurses, nutritionists, social workers, educators, physicians, administrative management specialists, legislative liaison specialists, etc.
  - b. Clerical Support - See "Clerical Support" above.
6. Volunteer Staff - Persons not on agency payrolls except for job-related expenses such as travel allowances, etc., who may be either professional or subprofessional and whose functional assignments may include both the eligibility and service areas. Persons of this type may be regularly scheduled as to days and hours, or they may be casual.

## INSTRUCTIONS FOR PROGRAM AND VACANT POSITIONS

Total Employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a, the number of persons employed by the agency, as of the end of the fiscal year, either in a full or part-time capacity, and who are not on terminal leave, leave of absence, or full-time educational leave.

For Columns 2 through 10 distribute the number of employees entered in Column (1) by the most recent allocation rate or percentage distribution of staff effort available. See "OPTIONAL SOURCE GUIDE" (below) for a methodology that may be used for preparation of this report. Entries in Columns (2) through (10) must be in whole numbers or decimal fractions rounded to two places (e.g.,  $3/4 = .75$ ,  $1/2 = .50$ ,  $1/4 = .25$ , etc.), and adjusted to add to the Column (1) entries. Do not use common fractions in your entries.

For Columns (2) through (5) Social Services are defined as those ameliorative and other services rendered to eligible persons with the objective of changing attitudes or environment so that the individual to whom or for whom these services are rendered will come to lead a more meaningful and purposeful life.

For Columns (6) through (10) Eligibility Determination is defined as actions necessary to ascertain and process certifications of applicant's initial and continuing eligibility for: income maintenance for adults, AFDC (including PA food stamp functions), or General Assistance, medical assistance or non-assistance food stamps (including General Assistance food stamp activities).

Vacant Positions - Enter in Column (11) for each of the functional types of employment described in Lines 1a through 6a the number of unfilled established positions approved for recruitment by the regulatory agency or agencies, and for which there are funds available for payment of salaries and expenses as of the end of the fiscal year.

### OPTIONAL SOURCE GUIDE

For Columns (2-10) the distribution may be made using the most recent Social Services Worker time study and the Eligibility and Nonservice Time Study.

For Columns (2) through (5), use the hours on the Social Services Time Study Summary and Program Allocation Ratios, Form DFA 47 (10/80), to distribute staff to the appropriate programs. The following line combinations will give the program hours:

Title XX

Sum lines A, B, C and O.

Title IV-C

Use line G.

Title IV-B

Use lines H and P.

Other

Sum lines D, E, F, I, J, K, L, M, N and Q.

For Columns (6) through (10) use the hours on the Eligibility Time Study Summary and Allocation Ratios, Form DFA 323 (1/81) to distribute staff to the appropriate programs. The following line combinations will give the program hours.

AFDC

Sum lines A, (1 through 3), K, N and P.

Adult

Sum lines G, H, I and L.

General Relief

Sum lines D, E and O.

Medical Assistance MNO/MI

Sum lines C (1 through 4), J and M.

NA Food Stamps

Sum lines F1 and F2.

1. As you identify hours by each program and type of function, place the hours in the appropriate cell of a blank report form. When the hours have been posted to a blank form, add the numbers in each row/line so that you have entries in the cells labeled "total" at the left of the report form.
2. Using the totals obtained in step 1 divide each cell of data by its corresponding total; i.e., the total to the left.
3. The ratios obtained in step 2 should be posted to another blank report form. Take the total number of employees for each function and, using the appropriate ratios, distribute the employees to the programs.

Note: To develop ratios for those staff not required to participate in the time study, you must summarize both social service and eligibility hours and then create ratios as designated in step 2.

Form WP 19.5

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. Enter zeros in cells that have no data. Do not leave any lines blank.

Send one copy to:

**ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES**

DEPARTMENT OF SOCIAL SERVICES,  
STATISTICAL SERVICES BUREAU  
744 P STREET, MAIL STATION 12-81  
SACRAMENTO, CA 95814

AS OF JUNE 30, 19 \_\_\_\_\_

County Reporting \_\_\_\_\_

STAFF BY TYPE OF FUNCTION	STAFF BY PROGRAM AND VACANT POSITIONS										VACANT POSITIONS
	TOTAL EMPLOYEES	SOCIAL SERVICES STAFF			ELIGIBILITY DETERMINATION STAFF				N.A. Food Stamps	Medical Assistance MNO/MI	
		Title XX Program	Title IV-C Program	Title IV-B Program	Other	AFDC	Income Maintenance Adults	GR			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
TOTAL STAFF (sum of 1-6)											
1. Administrative & Management Staff:											
a. Administrators & Managers											
b. Clerical Support											
c. Other											
2. Social Services Staff:											
a. Supervisors											
b. Social Service Workers											
c. Clerical Support											
3. Income Maintenance Staff:											
a. Supervisors											
b. Eligibility Workers											
c. Clerical Support											
4. Joint Function Staff:											
a. Supervisors											
b. Joint Function Workers											
c. Clerical Support											
5. Specialist & Consultant Staff:											
a. Specialists & Consultants Staff											
b. Clerical Support											
6. Volunteer Staff:											
a. Volunteers											

PERSON TO CONTACT REGARDING THIS REPORT: \_\_\_\_\_ TELEPHONE NUMBER: ( \_\_\_\_\_ ) DATE: \_\_\_\_\_

Send one copy to:

DEPARTMENT OF SOCIAL SERVICES  
STATISTICAL SERVICES BUREAU  
744 P STREET, MAIL STATION 12-81  
SACRAMENTO, CA 95814

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES  
AS OF JUNE 30, 19 \_\_\_\_\_

County Reporting \_\_\_\_\_

STAFF BY TYPE OF FUNCTION	STAFF BY PROGRAM AND VACANT POSITIONS										VACANT POSITIONS		
	TOTAL EMPLOYEES		SOCIAL SERVICES STAFF			ELIGIBILITY DETERMINATION STAFF				N.A. Food Stamps			
	(1)	Title XX Program (2)	Title IV-C Program (3)	Title IV-B Program (4)	Other (5)	AFDC (6)	Income Maintenance Adults (7)	GR (8)	Medical Assistance MNO/MI (9)				
TOTAL STAFF (sum of 1-6) . . . . .												(11)	
1. Administrative & Management Staff:													
a. Administrators & Managers . . . . .													
b. Clerical Support . . . . .													
c. Other . . . . .													
2. Social Services Staff:													
a. Supervisors . . . . .													
b. Social Service Workers . . . . .													
c. Clerical Support . . . . .													
3. Income Maintenance Staff:													
a. Supervisors . . . . .													
b. Eligibility Workers . . . . .													
c. Clerical Support . . . . .													
4. Joint Function Staff:													
a. Supervisors . . . . .													
b. Joint Function Workers . . . . .													
c. Clerical Support . . . . .													
5. Specialist & Consultant Staff:													
a. Specialists & Consultants Staff													
b. Clerical Support . . . . .													
6. Volunteer Staff:													
a. Volunteers . . . . .													

PERSON TO CONTACT REGARDING THIS REPORT: \_\_\_\_\_ TELEPHONE NUMBER: ( \_\_\_\_\_ ) DATE: \_\_\_\_\_

Send one copy to:

**ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES**

DEPARTMENT OF SOCIAL SERVICES  
STATISTICAL SERVICES BUREAU  
744 P STREET, MAIL STATION 12-81  
SACRAMENTO, CA 95814

AS OF JUNE 30, 19 \_\_\_\_\_

County Reporting \_\_\_\_\_

STAFF BY TYPE OF FUNCTION	STAFF BY PROGRAM AND VACANT POSITIONS											
	TOTAL EMPLOYEES (1)	SOCIAL SERVICES STAFF				ELIGIBILITY DETERMINATION STAFF				VACANT POSITIONS (11)		
		Title XX Program (2)	Title IV-C Program (3)	Title IV-B Program (4)	Other (5)	AFDC (6)	Income Maintenance Adults (7)	GR (8)	Medical Assistance MNO/MI (9)		N.A. Food Stamps (10)	
TOTAL STAFF (sum of 1-6) . . . . .												
1. Administrative & Management Staff:												
a. Administrators & Managers . . . . .												
b. Clerical Support . . . . .												
c. Other . . . . .												
2. Social Services Staff:												
a. Supervisors . . . . .												
b. Social Service Workers . . . . .												
c. Clerical Support . . . . .												
3. Income Maintenance Staff:												
a. Supervisors . . . . .												
b. Eligibility Workers . . . . .												
c. Clerical Support . . . . .												
4. Joint Function Staff:												
a. Supervisors . . . . .												
b. Joint Function Workers . . . . .												
c. Clerical Support . . . . .												
5. Specialist & Consultant Staff:												
a. Specialists & Consultants Staff												
b. Clerical Support . . . . .												
6. Volunteer Staff:												
a. Volunteers . . . . .												