



## SAN BENITO COUNTY AGENDA ITEM TRANSMITTAL FORM

Dom Zanger  
District No. 1

Kollin Kosmicki  
District No. 2

Mindy Sotelo  
District No. 3  
Vice-Chair

Angela Curro  
District No. 4  
Chair

Bea Gonzales  
District No. 5

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**Item Number: 1.7**

**MEETING DATE:** 02/06/2024

**DEPARTMENT:** HUMAN RESOURCES

**AGENDA ITEM PREPARER:** Henie Ring

**DEPT HEAD/DIRECTOR:** Henie Ring

**SUBJECT:**

**HUMAN RESOURCES - H. RING**

Approve the new classification of Social Service Program Manager in the Health and Human Services Agency and set the salary at \$7,059.81 to \$9,464.65 monthly. This classification will be utilized in the Children and Adult Services Division and/or Workforce Development Division and is to assist the Health and Human Services Deputy Director in planning, organizing, and supervising the work of Social Workers and support staff in their assigned units.

SBC FILE NUMBER: 630

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

During the FY 23/24 budget requests, Health and Human Services requested a new classification to assist in the program managing of the Children and Adult Services Division or the Community Services and Workforce Development Division. On September 26, 2024, the Board approved the budget including the adoption of 2.0 FTE of the Social Services Program Manager classification. The Social Services Program Manager classification will be utilized in the Children and Adult Services Division and/or the Community Services and Workforce Development Division. Incumbents may be assigned to any of the functional areas including overseeing more complex systems and programs, requiring significant coordination and direction of employees who are administering these programs. Incumbents report to and assist the Health and Human Services Deputy Director in planning, organizing, and supervising the work of Social Workers and support staff in their assigned units. The Department and

Human Resources developed the new classification including the recommendation for salary.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

N/A

**CONTRACT NEEDED FOR THIS ITEM:**

N/A

**CONTRACT AND RFP HISTORY:**

N/A

**LAST CONTRACT AMOUNT OR N/A:**

N/A

**STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:**

N/A

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

Yes

**STRATEGIC PLAN GOALS: 3. Technology**

No

**STRATEGIC PLAN GOALS: 4. Community Engagement**

Yes

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

Yes

**BUDGETED:**

Yes

**BUDGET ADJUSTMENT NEEDED:**

Yes

**SOURCE OF FUNDING:**

Non-general Fund

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

221.80.2285.1000.610.101 and 240.80.2555.2745.610.101

**CURRENT FY COST:**

The classification was included during the adoption of the County's FY23/24 budget.

**STAFF RECOMMENDATION:**

Approve the new job classification for Social Services Program Manager and set the salary at \$7,059.81 to \$9,464.65 monthly in the Health and Human Services Agency.

**BOARD ACTION RESULTS:**

Approved the new job classification per staff recommendation. (5/0 vote)

**ATTACHMENTS:**

[Social Services Program Manager](#)