

DATE: 8/30/2022

TO: Kelly Natoli

FROM: Micah Ennis

RE: Part Time Position Proposal

ASSESSMENT/CURRENT SITUATION

- There are currently ten (10) positions (position number 160899) that are temporary, part-time positions staffed through private agencies. These agencies are expensive, almost \$10 more per hour.
- These private agencies also have stipulations that prevent us from hiring individuals for permanent employment until we have met a contractual minimum amount of time OR paid the contract out in full for that individual.
- There may be occasions in the future when it would be advantageous to use such staffing agencies; however, at this time it appears more fruitful to hire our own part-time employees to support the work of the Department.
- Because current positions are classified as “temporary,” potential candidates seem hesitant to apply for temporary positions.
- Current positions are classified entirely for temporary Income Maintenance Caseworker I, and the Department has the need to expand capacity in social work areas.
- Employees have left social work positions in the Department because there were not part-time options available.
- The current positions have been underutilized in the last few years.
- The Department has lapsed salary and other funds that can be used to fund reclassifications of four of the 10 temporary part time positions.

REQUEST

- Approve reclassification of all temporary positions (position number 160899) as “part time.” These remain temporary by definition; however, the hope is that we will attract more potential candidates with the new classification.
- Approve the reclassification of 2 Income Maintenance Caseworker I positions: 2 as Part-Time Child Protective Services Social Workers and 2 as Part-Time Social Worker III (both child welfare and adult services), leaving 5 Income Maintenance Caseworker I positions as 1 of the positions is absorbed in funding the others.
- The funding of these positions is year to year, as it has been in the previous years.
- Approve the Budget Amendment associated with funding these positions for the remainder of FY2023.