

COUNTY OF SAN MATEO  
Human Services Agency

Date: March 14, 2001  
Hearing Date. April 3, 2001

TO: Honorable Board of Supervisors  
FROM: Maureen Borland, Director, Human Services Agency  
Glen H. Brooks, Jr., Director, Central Region *MB, for*  
SUBJECT: Amendment to Salary Ordinance. Creation of a classified Fiscal Office Specialist Position

Recommendation

Adopt a Salary Ordinance Amendment to create a Fiscal Office Specialist classified position.

Discussion

The Cash Assistance Program for Immigrants (CAPI) was established in November 1998 by the State. It provides cash assistance to aged, blind and disabled immigrants who are not eligible for Supplemental Security Income (SSI) because they are not U.S. citizens and did not work 40 quarters in the country. Per Assembly Bill 1111, the CAPI program has been extended indefinitely.

As a member and on behalf of the Bay Area CAPI Consortium, San Mateo County is responsible for processing applications for the CAPI program for ten Bay Area counties. Approximately 2,000 active cases are handled by six Benefits Analysts. Each Benefits Analyst is responsible for a very large continuing case load and certification and denials of new applications each month. A Fiscal Office Specialist extra help handles a high volume of mail, computer documents and sets up applications in the County's CDS system.

In addition to determining eligibility for the program, the unit is responsible for adjustments on repayments made by clients who have been approved on SSI and received retroactive benefits. Each month, more and more repayments are received through this process which is being handled by the Fiscal Office Specialist extra help. Approximately 200 to 300 checks are received monthly from clients, other consortium county members, and the Social Security Administration. Between \$160,000 to \$250,000 is recouped monthly for the State through this process.

Due to the increased workload demands, the general nature of the work and the continuing need for staff support we request the creation of a classified Fiscal Office Specialist position. This classified Fiscal Office Specialist position will eliminate the need for the Fiscal Office Specialist extra help.

Fiscal Impact

The total salary for this position is \$52,673 The position will be funded 100% with State revenue. There is no Net County Cost

Dorothy Shavies  
ext. 5017

**ORDINANCE NO. \_\_\_\_\_**  
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

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AN ORDINANCE AMENDING FISCAL YEAR 2000-2001  
SALARY ORDINANCE ADOPTED AUGUST 8, 2000

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows:

**SECTION 1.** Part 12 of the Ordinance 03987 is amended as indicated:

ORGANIZATION 70100 HSA ADMINISTRATION

1. Item E350, Fiscal Office Specialist, is increased by 1 position for a new total of 4 positions.

**SECTION 2.** This action is effective at the start of the first pay period thirty days following adoption.