

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Provide guidelines for staff levels in the Health and Human Services Agency

**Policy
Number**

A-133

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Purpose

To provide guidelines for staff levels in the Health and Human Services Agency.

Background

When the Health and Human Services Agency was established in 1997, the Board set a staffing to population ratio of one employee to five hundred county residents to provide for the efficient and effective operation of the Agency and maximize front-line service delivery to county residents. This policy supports the *Live Well, San Diego!* initiative by providing guidelines for staffing that take into account maximization of state and federal funds to promote quality and efficient services to residents.

Policy

In any County Fiscal Year, total staff-years for filled positions in the Health and Human Services Agency, when divided by the estimate made by the State Department of Finance of the number of persons residing in the county on January 1 of that year, shall not exceed the ratio of one to five hundred, unless one or more of the following exceptions applies:

1. Additional staff is required to protect the County against liability and/or risk resulting from staffing levels that are inadequate to carry out mandated program functions delegated to the County's Health and Human Services Agency by the federal or State government.
2. Strict adherence to the staffing ratio of one to five hundred would compromise equitable distribution of funds to the County and create future funding inequities from federal or State funding sources, when those sources use a formula for allocating health and social services revenue based on current need and historical expenses.
3. Unforeseen events, such as changing demographics or economic downturns, requiring additional provision of mandated health and social services by merit civil service employees, such as public health, adult and child protective services.

Responsible Department:

Health and Human Services Agency

Sunset Date

This policy will be reviewed for continuance by December 31, 2025.

Board Action

Board Action 02/08/2005 (9)

Board Action 12/12/2000 (2)

Board Action 9/30/97 (2)

Board Action 12/09/08 (33)

Board Action 01/24/2012 (10)

Board Action 11/13/2018 (17)

San Diego County Administrative Code, Article XV SEC. 232.2.