

August 27, 2025

TO: Tehama County Chief Administrator, Gabriel Hydrick

CC: Tehama County Personnel Director, Coral Ferrin

RE: Budget Unit 5062 Tehama County Community Action Agency and Budget Unit 5101 Tehama County Public Authority requests for Position Allocation List (PAL) amendment and approval of new classification.

The IHSS Public Authority is requesting an amendment to the Budget Unit 5101 PAL to be effective upon approval of Adopted Budget. In addition, we are requesting approval of the newly developed classification specification for Public Authority Supervisor.

The Tehama County Community Action Agency is requesting an amendment to the Budget Unit 5062 PAL to be effective upon approval of Adopted Budget.

The requested PAL changes were also included in the 2025/26 Adopted Budget.

Budget Unit 5101 IHSS Public Authority and Budget Unit 5062 Community Action Agency

The requests are as follows:

Department	Budget Unit	Position Title	Request FTE + or -	FROM	TO	Use existing PAL numbers
Community Action Agency	5062	Community Services Supervisor	-1	2	1	Remove vacant
Public Authority	5101	Public Authority Supervisor	+1	0	1	Requesting new number
TOTAL				2	2	

Additionally, we are requesting approval of the newly developed classification specification of Public Authority Supervisor.

BACKGROUND

The Community Action Agency recently went through staffing changes with a new Program Manager being hired and a vacancy for one of their Community Services Supervisor positions. Analysis of the Community Services Supervisor position duties indicated that the primary need for this role was in supervising the IHSS Public Authority program and staff.

Our Adopted Budget requests to delete one unfilled Community Services Supervisor from the Community Action Agency 5062 budget and to add one Public Authority Supervisor to the IHSS Public Authority 5101 budget. This change will allow for us to recruit the staff with the skills needed and that have interest in this area. In addition, it allows us to hire using a job description that better aligns with the duties and expectations for the role.

The Public Authority Supervisor is a new classification that is closely aligned with the classification specification for Community Services Supervisor. Therefore, we are requesting the salary for the new position to be aligned with the position that is being deleted. The Public Authority Supervisor will be supervised by the Community Action Agency Program Manager. This request is to convert the existing vacancy into a classification better fit to the duties and responsibilities and needs of the department. We worked collaboratively with the Personnel Department to develop this new classification (see attached).

FINANCIAL IMPACT

The cost to add this position at a beginning Step A is \$94,958. This includes the annual salary and benefits.

Funding for this position has been requested in the Fiscal Year (FY) 25-26 5101 Public Authority Adopted Budget.

The Public Authority Supervisor may report to the CAA Program Manager. CAA would invoice these supervision costs to Public Authority; the expense is planned for in the Public Authority budget.

There is no impact to the General Fund. Public Authority is fully funded by a State allocation, which earns a federal share. There is no County share, as long as costs remain within the State allocation.

Sincerely,

Shannon Anthony, Social Services Deputy Director - Operations

On behalf of Bekkie Emery, Social Services Director