



# LASSEN COUNTY

## Health and Social Services Department

- HSS Administration**  
1345 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8128
- Public Guardian/Administrator**  
1345 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8337
- Housing & Grants**  
1445 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8309
- Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251 - 8108
- Public Health**  
1445 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8183
- Community Social Services**  
1400 Chestnut Street, Ste A  
Susanville, CA 96130
- LassenWORKS**  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251 - 8152
- Child & Family Services**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251 - 8277
- Adult Services**  
1400 Chestnut Street, Ste B  
Susanville, CA 96130  
(530) 251 - 8158
- Family Solutions/Wraparound**  
1400 Chestnut Street, Ste C  
Susanville, California 96130  
(530) 251 - 8340

**Mailing Address:**  
PO Box 1180  
Susanville, California 96130

**Date:** August 13, 2024

**To:** Aaron Albaugh, Chairman  
Lassen County Board of Supervisors

**From:** Danielle Sanchez, Assistant Director  
Health & Social Services Agency

**Subject:** The Community Social Services Department is requesting to fund a Services Support Assistant I/II/III position and un-fund an Administrative Support Specialist I/II/III position within the Welfare Administration Budget to support the Lassen Works Clerical Unit.

**Background:**

The Services Support Assistant I/II/III position is within our Community Social Services Department of the Health and Social Services Agency. More specifically we utilize this classification within our Lassen Works unit which provides Welfare Assistance to those in our community by means of CalWorks, CalFresh and MediCal. This classification is better suited for the Lassen Works department because it is a MERIT classification and has specific language as it pertains to the State systems used by the Community Social Services Department including, CalSAWS, MEDS, and CWS/CMS.

The role of the Services Support Assistant position within this unit is to be the front-line communication to those in need of services and the pending of applications received online and in person each day. By funding this position, we will be able to increase the number of applications processed daily thus increasing turnaround times and benefit issuances. If approved, the Clerical Unit at Lassen Works would have the ability to be fully staffed for the first time in over 5 years.

There is no fiscal impact to the funding of the Services Support Assistant position as it is the same range series as the Administrative Support Specialist.

**Fiscal Impact:**

No Fiscal Impact.

**Action Requested:**

- 1) Un-fund one Administrative Support Specialist I/II/III position FTE; and 2) Fund one Services Support Assistant I/II/III position FTE; and/or 3) provide direction to staff.